

BY ORDER OF THE CHIEF,  
NATIONAL GUARD BUREAU

ANGMS 3101-B(C1)  
3 JANUARY 1995

OPERATIONS STAFF  
193rd Special Operations Group

**1. Objective.** As prescribed in AFI 38-201, *Determining Manpower Requirements*, this Air National Guard Manpower Standard (ANGMS) quantifies the full-time manpower requirement to accomplish the tasks described in the work center description at attachment 1 for varying levels of workload volume in the Operations Staff work center. The workload volume is inclusive of all aircrew positions and their associated operations staff tasks. Aircrew positions are pilot, navigator, electronic warfare officer, flight engineer, loadmaster, and telecommunications personnel.

**2. Authority.** AF Instructions 10-707, *Spectrum Interference Resolution*, and AFI 11-401, *Flight Management*, formerly AF and ANG 55- and 60-series, contain policy and procedural guidance for the Operations Staff work center. This ANGMS has been developed in accordance with functional review procedures outlined in AFPAM 38-208V1, Air Force Management Engineering Program (MEP) Processes, formerly AFR 25-5.

**\*3. Applicability.** This ANGMS applies to the peacetime operations of the 193rd Special Operations Group, Harrisburg International Airport, Middletown, Pennsylvania only.

**4. Standard Data:**

- a. Classification. Type II.
- b. Approval Date. 24 June 1994.
- c. Man-Hour Data Source. Operational Audit (historical record and technical estimate techniques).
- d. Standard Man-hour Equation.  $Y = 33.88X$ .
- e. Workload Factor:

(1) Title. A Unit Aircrew Member Authorized.

\* (2) Definition. The total number of officer aircrew members and supervisory staff with a Flying Position Identifier (FPI) of 1, 2, or 6 funded and authorized in the Flying Squadron and Wing/Group; and the total number of enlisted aircrew members and supervisory staff with an AFSC prefix of X or Q funded and authorized in the Flying Squadron and Wing/Group.

(3) Source. Utilizing the Command Manpower Data System (CMD5), retrieve the most current listing from the Unit Manpower Document (UMD) for Command 34, File Part B (Military), for a Flying Personnel Authorization by FPI Codes and Flying Personnel Authorizations by Prefix. Do not include State Headquarters. Compute the totals for FPIs and Prefixes by unit (Wing/Group and Flying Squadron). Substitute the total for "X" in the Standard Man-Hour Equation.

**5. Application Instructions:**

- a. Obtain the most current workload factor value as instructed in paragraph 4e(2) and (3).
- b. Substitute this value into the man-hour equation for "X."
- c. Solve the standard man-hour equation for total man-hours (Y).
- d. AF Form 1113, Standard Manpower Table, (attachment 2), reflects the total required manpower.

**6. Statement of Conditions.** Normal hours of operation for this work center are 8 hours per day, 5 days per week.

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**OFFICIAL**

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Chief  
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**2 Attachments**  
**1. Work Center Description**  
**2. Standard Manpower Table**

## **WORK CENTER DESCRIPTION**

### **Operations Staff**

#### **DIRECT:**

#### **1. FLYING/GROUND TRAINING - C-130 PILOT:**

##### **1.1. PERFORMS FLYING TRAINING:**

**1.1.1. PREPARES FOR BRIEFING.** Establishes objective, selects the scenario, prepares briefing, accomplishes pre-mission planning, and performs preparation for flight.

**1.1.1.1. PREPARES EVALUATOR PILOT (EP) BRIEFING.**

**1.1.1.2. PREPARES INSTRUCTOR PILOT (IP) BRIEFING.**

**1.1.1.3. PREPARES MISSION PILOT (MP) BRIEFING.**

##### **1.1.2. CONDUCTS/ATTENDS BRIEFING:**

**1.1.2.1. CONDUCTS/ATTENDS EP BRIEFING.**

**1.1.2.2. CONDUCTS/ATTENDS IP BRIEFING.**

**1.1.2.3. CONDUCTS/ATTENDS MP BRIEFING.**

**1.1.3. PERFORMS PREFLIGHT.** Checks and verifies aircraft readiness, maintenance/service condition, and the exterior and interior.

**1.1.3.1. PERFORMS EP PREFLIGHT.**

**1.1.3.2. PERFORMS IP PREFLIGHT.**

**1.1.3.3. PERFORMS MP PREFLIGHT.**

##### **1.1.4. STARTS TAXI AND TAKES OFF:**

**1.1.4.1. STARTS EP TAXI AND TAKES OFF.**

**1.1.4.2. STARTS IP TAXI AND TAKES OFF.**

**1.1.4.3. STARTS MP TAXI AND TAKES OFF.**

**1.1.5. FLIES MISSION.** Flies mission and briefs in-flight critique, when applicable.

**1.1.5.1. FLIES EP MISSION.**

**1.1.5.2. FLIES IP MISSION.**

**1.1.5.3. FLIES MP MISSION.**

**1.1.6. PERFORMS POST FLIGHT.** Completes AFTO Form 781, AFORMS Aircrew/Mission Flight Data Document and coordinates with Maintenance.

**1.1.6.1. PERFORMS EP POST FLIGHT.****1.1.6.2. PERFORMS IP POST FLIGHT.****1.1.6.3. PERFORMS MP POST FLIGHT.**

**1.1.7. PERFORMS DEBRIEF.** Assesses accomplished objective and debriefs flight.

**1.1.7.1. PERFORMS EP DEBRIEF.****1.1.7.2. PERFORMS IP DEBRIEF.****1.1.7.3. PERFORMS MP DEBRIEF.**

**1.1.8. PERFORMS ABORTED MISSION.** Performs aborted flight mission requirements when sortie will not be counted in AFORMS.

**1.2. RECEIVES GROUND TRAINING:****1.2.1. RECEIVES SIMULATOR TRAINING.****1.2.2. RECEIVES PHYSIOLOGICAL TRAINING.****1.2.3. RECEIVES CHEMICAL TASK QUALIFICATION FLIGHT TRAINING.****1.2.4. RECEIVES FLIGHT RECORD REVIEW.****1.2.5. RECEIVES INTELLIGENCE TRAINING.****1.2.6. RECEIVES ELECTRONIC WARFARE TRAINING.****1.2.7. RECEIVES WARTIME SAFE PASSAGE TRAINING.****1.2.8. RECEIVES CHEMICAL WARFARE GROUND TRAINING.****1.2.9. RECEIVES ADDITIONAL GROUND TRAINING AS PER AMC REGULATION.**

**1.3. TAKES EXAMINATION.** Takes examination given by the Standardization and Evaluation office.

**1.3.1. TAKES OPEN BOOK EXAMINATION.****1.3.2. TAKES CLOSED BOOK EXAMINATION.**



**1.4. ACCOUNTS FOR NONFLYING PORTION OF FLYING MISSION.** Accounts for the nonflying portion of flying mission when required to remain away from home station; e.g. participates in overseas or CONUS deployment or exercise, passenger movement, tactical training, shuttle mission support, etc.

**1.4.1. UNIT DIRECTED.**

**1.4.2. STATE DIRECTED.**

**1.4.3. NGB DIRECTED.**

**1.4.4. AMC DIRECTED.**

**1.5. PERFORMS SUPERVISOR OF FLYING DUTY.**

**1.6. PREPARES C-130 RATED AIRCREW TRAINING PLAN:**

**1.6.1. COORDINATES TRAINING PLAN.** Coordinates development of training plan and priority with the Chief of Training and coordinates with other operations work center functions for input.

**1.6.2. PREPARES PLAN.** Compiles input and prepares training plan.

**1.6.3. PUBLISHES PLAN.** Publishes training plan.

**1.6.4. REVISES TRAINING PLAN.** Reviews plan, coordinates changes with work center personnel, and makes revision to training plan.

**1.6.5. PREPARES INDIVIDUAL TRAINING REQUIREMENT:**

**1.6.5.1. REVIEWS NEWLY ASSIGNED RATED CREW MEMBER RECORD:**

**1.6.5.1.1. ASSESSES NEWLY ASSIGNED RATED CREW MEMBER RECORD.** Reviews record and determines qualification training necessary to make or sustain mission ready (MR) status and forwards record to the Chief of Training for review.

**1.6.5.1.2. ASSESSES RATED CREW MEMBER QUALIFICATION.** Reviews status of member and the appropriate training requirement.

**1.6.5.2. PREPARES OUTLINE OF TRAINING REQUIREMENT.** Prepares outline of individual training requirement, forwards to the Chief of Training for approval, and then coordinates training requirement with appropriate office.

**1.6.5.3. REVIEWS TRAINING LIST.** Requests list of rated crew members from AFORMS, reviews for accuracy, corrects discrepancy as required, and forwards to appropriate office.

**1.6.5.3.1. REVIEWS GROUND TRAINING LIST.**

**1.6.5.3.2. REVIEWS FLIGHT TRAINING LIST.**

**1.6.5.4. REVIEWS AFORMS TRAINING PRODUCT.** Requests individual training summary report and reviews status of rated crew member.

**1.6.6.1. MONITORS RATED CREW MEMBER TRAINING STATUS:**

**1.6.6.1. PREPARES GROUND TRAINING MAKEUP LETTER.** Prepares ground training makeup letter for individual missing UTA, forwards to the Squadron Commander for approval, notifies individual, and files copy with the Air Operations Supervisor.

**1.6.6.2. REVIEWS CONTINUOUS TRAINING EVENT COMPLETION.** Reviews training accomplishment form for discrepancy, makes correction as required, and annotates for AFORMS update.

**1.6.6.3. REVIEWS AIRCREW TRAINING FOLDER.** Reviews aircrew training folder for completeness and notifies the Chief of Training when additional sorties are required to complete training.

**1.6.6.4. DOCUMENTS COMPLETED UPGRADE TRAINING PROGRAM SYLLABUS.** Documents completed upgrade training program, notifies appropriate Operations work center, and routes to the Chief of Training.

**1.6.6.5. NOTIFIES INDIVIDUAL OF TRAINING DEFICIENCY.** Notifies individual of training deficiency and corrective action to be taken.

**1.6.6.6. SUBMITS WAIVER REQUEST.** Submits request for waiver to training requirement to the Chief of Training.

**1.6.6.7. REVIEWS RATED CREW MEMBER QUALIFICATION.** Reviews status of member and appropriate training requirement.

**1.6.6.8. UPDATES PROFESSIONAL QUALIFICATION INDEX (PQI).** Reviews PQI and updates and notifies the Chief of Training.

**1.6.6.9. MONITORS FORMAL SCHOOL TRAINING.** Monitors individual attending formal school training by calling school to check training progress.

**1.6.7. EVALUATES TRAINING PROGRAM.** Evaluates training program and provides technical guidance and training clarification to the Air Operations Officer on achieving the training objective and standard while avoiding duplication of training requirement.

**1.6.8. CONDUCTS TRAINING:**

**1.6.8.1. CONDUCTS LOCAL ORIENTATION TRAINING.** Conducts local orientation training, documents training, and forwards to the Air Operations Officer.

**1.6.8.2. CONDUCTS GROUND UPGRADE TRAINING:**

**1.6.8.2.1. CONDUCTS INITIAL/RECALL QUALIFICATION GROUND TRAINING.** Conducts initial qualification training IAW formal school lesson plan, documents training, and forwards to the Operations Officer upon completion of training.

**1.6.8.2.2. CONDUCTS INSTRUCTOR UPGRADE GROUND TRAINING.** Conducts instructor upgrade training, documents training, and forwards to the Operations Officer upon completion of training.

**1.6.8.2.3. CONDUCTS SPECIAL MISSION GROUND TRAINING.** Conducts special mission training, documents, and forwards to the Chief of Training.

**1.6.8.2.4. CONDUCTS TACTICAL MISSION GROUND TRAINING.** Conducts tactical mission ground training, documents on AF Form 8, Certification of Aircrew Qualification, and forwards to Chief of Training.

**1.6.9. ATTENDS TRAINING CONFERENCE/SEMINAR:**

**1.6.9.1. PERFORMS TRAVEL.**

**1.6.9.2. PREPARES FOR CONFERENCE/SEMINAR.**

**1.6.9.3. ATTENDS CONFERENCE/SEMINAR.**

**1.6.10. COMPLETES GRADUATE PROGRESS SURVEY FORM.**

**1.6.11. INVENTORIES TRAINING MATERIAL.**

**1.6.12. MAINTAINS AFORMS TRAINING RECORD.**

**1.7. MANAGES THE STANDARDIZATION AND EVALUATION (STAN/EVAL) C-130 PILOT PROGRAM:**

**1.7.1. MANAGES PILOT FLIGHT EVALUATION:**

**1.7.1.1. PREPARES EVALUATION WORKSHEET.** Prepares worksheet for pilot position and types evaluation to be performed.

**1.7.1.2. DOCUMENTS EVALUATION RESULT.** Documents the results of the evaluation examination.

**1.7.1.3. CONDUCTS SUPERVISORY DEBRIEFING.** Debriefs the Chief, Stan/Eval, or Operations Officer as required on evaluation examination.

**1.7.1.4. DOCUMENTS AIRCREW QUALIFICATION.** Documents required training on AF Form 8, forwards to Chief, Stan/Eval, and Squadron Commander for additional indorsement; obtains signature of examinee on AF Form 8 and files in Flight Evaluation Folder.

**1.7.1.5. TRACKS ADDITIONAL TRAINING REQUIRED BY FLIGHT EVALUATION.** Updates additional training log or computer product of additional training completion.

**1.7.1.6. MAINTAINS AND REVIEWS FLIGHT EVALUATION FOLDER (FEF).** Documents FEF after every written test or flying evaluation and removes outdated material.

**1.7.1.7. MONITORS EVALUATION REQUIREMENT.** Tracks evaluation requirement from eligibility zone by grease board, computer program, or other local methods.

**1.7.2. PERFORMS AIRCREW TESTING:**

**1.7.2.1. CONDUCTS CLOSED BOOK EXAMINATION.**

**1.7.2.2. CONDUCTS OPEN BOOK EXAMINATION.**

**1.7.3. GRADES EXAMINATION:**

**1.7.3.1. GRADES CLOSED BOOK EXAMINATION.**

**1.7.3.2. GRADES OPEN BOOK EXAMINATION.**

**1.7.3.3. REVIEWS EXAMINATION.** Reviews missed examination questions with examinee and shows source of correct answer.

**1.7.3.4. DOCUMENTS EXAMINATION RESULT.**

**1.7.4. MANAGES SUPERVISOR OF FLYING (SOF) PROGRAM.**

**1.7.5. ADMINISTERS FLIGHT SURGEON REQUIREMENTS.**

**1.7.6. PERFORMS TREND ANALYSIS:**

**1.7.6.1. COLLECTS AND ANALYZES DATA.** Collects, documents, and analyzes data to identify adverse trend.

**1.7.6.2. RECOMMENDS CORRECTIVE ACTION.** Recommends corrective action for adverse trend and prepares appropriate documentation.

**1.7.6.3. DISSEMINATES TREND INFORMATION.** Disseminates trend information to flying squadron and higher headquarters.

**1.7.6.4. DOCUMENTS FOLLOW-UP ACTION.** Sends letter to appropriate person or squadron for corrective action, documents completion of corrective action, prepares letter of training requirement, and forwards to appropriate agency.

**1.7.7. REVIEWS/UPDATES MASTER QUESTION FILE (MQF).**

**1.7.8. DEVELOPS OR UPDATES AIRCREW EXAMINATION.**

**1.7.9. MANAGES AIRCREW REVIEW AND CERTIFICATION BOARD:**

**1.7.9.1. NOTIFIES ATTENDEE.** Notifies all technicians when they are required to meet the board.

**1.7.9.2. PREPARES INPUT TO BOARD.** Prepares input for the board for reclassification or disqualification action.

**1.7.9.3. ATTENDS BOARD.**

**1.7.9.4. PROCESSES BOARD MINUTES.** Prepares, staffs, and distributes Board minutes.

**1.7.9.5. MONITORS BOARD OPEN ITEMS.**

**1.7.10. REVIEWS INCOMING FLIGHT EVALUATION FOLDER (FEF).** Reviews FEF for all newly assigned aircrew member to determine eligibility period, past experience, needed evaluations, and required special training.

**1.7.11. DEVELOPS LOCAL PROCEDURES.** Researches applicable document, develops draft, coordinates draft, proofreads draft, and obtains approval.

**1.7.12. MAINTAINS FLYING REGULATION/TECHNICAL ORDER:**

**1.7.12.1. POSTS CHANGE OR REVISION.**

**1.7.12.2. ORDERS NEW REGULATION/TECHNICAL ORDER.**

**1.7.12.3. REVISES/CONDUCTS PUBLICATION REVIEW.**

**1.7.12.4. PROCESSES RECOMMENDATION FOR CHANGE.**

**1.7.13. MANAGES FLIGHT CREW INFORMATION FILE (FCIF):**

**1.7.13.1. REVIEWS INFORMATION.** Reviews message, letter, and verbal communication for inclusion in FCIF.

**1.7.13.2. INITIATES FCIF ITEM.** Initiates information item for FCIF.

**1.7.13.3. REVIEWS FCIF.** Performs annual FCIF review and deletes items no longer applicable.

**1.7.14. MANAGES QUARTERLY FLIGHT CREW BULLETIN (FCB).**

**1.7.15. SCHEDULES PILOT FLIGHT EVALUATION.** Collects request for evaluation and develops evaluation schedule. Resolves schedule conflict.

**1.7.16. PREPARES UTA BRIEFING.** Prepares briefing for Stan/Eval meeting during Unit Training Assembly (UTA).

**1.7.17. ATTENDS HIGHER HEADQUARTERS (HHQ) STAN/EVAL CONFERENCE.**

**1.7.18. PARTICIPATES IN DEPLOYMENT/EXERCISE PLAN DEVELOPMENT:**

**1.7.18.1. REVIEWS ROUTINE EXERCISE PLAN.** Reviews, coordinates, and provides input to exercise plan.

**1.7.18.2. ATTENDS ROUTINE EXERCISE MEETING.**

**1.7.18.3. PROVIDES INPUT TO ROUTINE EXERCISE AFTER-ACTION REPORT.**

**1.7.18.4. REVIEWS CONUS DEPLOYMENT/EXERCISE PLAN.** Reviews, coordinates, and provides input to operational readiness inspection and annual field training deployment/exercise plan.

**1.7.18.5. ATTENDS CONUS DEPLOYMENT/EXERCISE MEETING.**

**1.7.18.6. PROVIDES INPUT TO CONUS DEPLOYMENT/EXERCISE AFTER-ACTION REPORT.**

**1.7.18.7. REVIEWS OVERSEAS DEPLOYMENT/EXERCISE PLAN.** Reviews, coordinates, and provides input to deployment/exercise plan.

**1.7.18.8. ATTENDS OVERSEAS DEPLOYMENT/EXERCISE MEETING.**

**1.7.18.9. PROVIDES INPUT TO OVERSEAS DEPLOYMENT/EXERCISE AFTER-ACTION REPORT.**

**1.7.19. INVESTIGATES AIRSPACE VIOLATION/INCIDENT.**

**1.7.20. COORDINATES WITH SAFETY AND QUALITY ASSURANCE.** Coordinates with Safety and Quality Assurance on flight mishap information for applicability and necessary action.

**2. FLYING/GROUND TRAINING - C-130 NAVIGATOR:**

**2.1. PERFORMS FLYING TRAINING:**

**2.1.1. PREPARES FOR BRIEFING.** Establishes objective, selects the scenario, prepares briefing, accomplishes pre-mission planning, and performs preparation for flight.

**2.1.1.1. PREPARES EVALUATOR NAVIGATOR (EN) BRIEFING.**

**2.1.1.2. PREPARES INSTRUCTOR NAVIGATOR (IN) BRIEFING.**

**2.1.1.3. PREPARES MISSION NAVIGATOR (MN) BRIEFING.**

**2.1.2. CONDUCTS/ATTENDS BRIEFING:**

**2.1.2.1. CONDUCTS/ATTENDS EN BRIEFING.**

**2.1.2.2. CONDUCTS/ATTENDS IN BRIEFING.**

**2.1.2.3. CONDUCTS/ATTENDS MN BRIEFING.**

**2.1.3. PERFORMS PREFLIGHT.** Checks and verifies aircraft readiness, maintenance/service condition, and the exterior and interior.

**2.1.3.1. PERFORMS EN PREFLIGHT.**

**2.1.3.2. PERFORMS IN PREFLIGHT.**

**2.1.3.3. PERFORMS MN PREFLIGHT.**

**2.1.4. STARTS TAXI AND TAKES OFF:**

**2.1.4.1. STARTS EN TAXI AND TAKES OFF.**

**2.1.4.2. STARTS IN TAXI AND TAKES OFF.**

**2.1.4.3. STARTS MN TAXI AND TAKES OFF.**

**2.1.5. FLIES MISSION.** Flies mission and briefs in-flight critique, when applicable.

**2.1.5.1. FLIES EN MISSION.**

**2.1.5.2. FLIES IN MISSION.**

**2.1.5.3. FLIES MN MISSION.**

**2.1.6. PERFORMS POST FLIGHT.** Completes AFTO Form 781, AFORMS Aircrew/Mission Flight Data Document, and coordinates with Maintenance.

**2.1.6.1. PERFORMS EN POST FLIGHT.**

**2.1.6.2. PERFORMS IN POST FLIGHT.**

**2.1.6.3. PERFORMS MN POST FLIGHT.**

**2.1.7. PERFORMS DEBRIEF.** Assesses accomplished objective and debriefs flight.

**2.1.7.1. PERFORMS EN DEBRIEF.**

**2.1.7.2. PERFORMS IN DEBRIEF.**

**2.1.7.3. PERFORMS MN DEBRIEF.**

**2.1.8. PERFORMS ABORTED MISSION.** Performs aborted flight mission requirements when sortie will not be counted in AFORMS.

**2.2. RECEIVES GROUND TRAINING:**

**2.2.1. RECEIVES NAVIGATOR REFRESHER TRAINING.**

**2.2.2. RECEIVES PHYSIOLOGICAL TRAINING.**

**2.2.3. RECEIVES FLIGHT RECORD REVIEW.**

**2.2.4. RECEIVES INTELLIGENCE TRAINING.**

**2.2.5. RECEIVES ELECTRONIC WARFARE TRAINING.**

**2.2.6. RECEIVES WARTIME SAFE PASSAGE TRAINING.**

**2.2.7. RECEIVES CHEMICAL WARFARE GROUND TRAINING.**

**2.2.8. RECEIVES CHEMICAL WARFARE AIRCREW ENSEMBLE TRAINING.**

**2.2.9. RECEIVES ADDITIONAL GROUND TRAINING.**

**2.3. TAKES EXAMINATION.** Takes examination given by the Standardization and Evaluation office.

**2.3.1. TAKES OPEN BOOK EXAMINATION.**

**2.3.2. TAKES CLOSED BOOK EXAMINATION.**

**2.4. ACCOUNTS FOR NONFLYING PORTION OF FLYING MISSION.** Accounts for the nonflying portion of flying mission when required to remain away from home station (e.g. participates in overseas or CONUS deployment or exercise, passenger movement, tactical training, shuttle mission support, etc.).

**2.4.1. UNIT DIRECTED.**

**2.4.2. STATE DIRECTED.**

**2.4.3. NGB DIRECTED.**

**2.4.4. AMC DIRECTED.**

**2.5. CONDUCTS NAVIGATOR TRAINING:**

**2.5.1. PREPARES C-130 RATED AIRCREW TRAINING PLAN:**

**2.5.1.1. COORDINATES TRAINING PLAN.** Coordinates development of training plan and priority with the Chief of Training and coordinates with other operations work center functions for input.

**2.5.1.2. PREPARES PLAN.** Compiles input and prepares training plan.

**2.5.1.3. PUBLISHES PLAN.** Publishes training plan.

**2.5.1.4. REVISES TRAINING PLAN.** Reviews plan, coordinates changes with work center personnel, and makes revision to training plan.

**2.5.2. PREPARES INDIVIDUAL TRAINING REQUIREMENT:**

**2.5.2.1. REVIEWS NEWLY ASSIGNED RATED CREW MEMBER RECORD:**

**2.5.2.1.1. ASSESSES NEWLY ASSIGNED RATED CREW MEMBER RECORD.** Reviews record and determines qualification training necessary to make or sustain mission ready (MR) status and forwards record to the Chief of Training for review.

**2.5.2.1.2. ASSESSES RATED CREW MEMBER QUALIFICATION.** Reviews status of member and the appropriate training requirement.

**2.5.2.2. PREPARES OUTLINE OF TRAINING REQUIREMENT.** Prepares outline of individual training requirement, forwards to the Chief of Training for approval, and then coordinates training requirement with appropriate office.

**2.5.2.3. REVIEWS TRAINING LIST.** Requests list of rated crew members from AFORMS, reviews for accuracy, corrects discrepancy as required, and forwards to appropriate office.



**2.5.2.3.1. REVIEWS GROUND TRAINING LIST.**

**2.5.2.3.2. REVIEWS FLIGHT TRAINING LIST.**

**2.5.3. MONITORS RATED CREW MEMBER TRAINING STATUS:**

**2.5.3.1. PREPARES GROUND TRAINING MAKEUP LETTER.** Prepares ground training makeup letter for individual missing UTA, forwards to the Squadron Commander for approval, notifies individual, and files copy with the Air Operations Supervisor.

**2.5.3.2. REVIEWS CONTINUOUS TRAINING EVENT COMPLETION.** Reviews training accomplishment form for discrepancy, makes correction as required, and annotates for AFORMS update.

**2.5.3.3. REVIEWS AIRCREW TRAINING FOLDER.** Reviews for completeness and notifies the Chief of Training when additional sorties are required to complete training.

**2.5.3.4. DOCUMENTS COMPLETED UPGRADE TRAINING PROGRAM SYLLABUS.** Documents completed upgrade training program, notifies appropriate Operations work center, and routes to the Chief of Training.

**2.5.3.5. NOTIFIES INDIVIDUAL OF TRAINING DEFICIENCY.** Notifies individual of training deficiency and corrective action to be taken.

**2.5.3.6. SUBMITS WAIVER REQUEST.** Submits request for waiver to training requirement to the Chief of Training.

**2.5.3.7. REVIEWS RATED CREW MEMBER QUALIFICATION.** Reviews status of member and appropriate training requirement.

**2.5.3.8. UPDATES PQI.** Reviews PQI, updates , and notifies the Chief of Training.

**2.5.3.9. MONITORS FORMAL SCHOOL TRAINING.** Monitors individual attending formal school training by calling school to check training progress.

**2.5.4. EVALUATES TRAINING PROGRAM.** Evaluates training program and provides technical guidance and training clarification to the Chief of Training on achieving the training objective and standard while avoiding duplication of training requirement.

**2.5.5. CONDUCTS TRAINING:**

**2.5.5.1. CONDUCTS LOCAL ORIENTATION TRAINING.** Conducts local orientation training IAW C-130 Aircrew Training Manual, documents training, and forwards to the Chief of Training.

**2.5.5.2. CONDUCTS GROUND UPGRADE TRAINING:**

**2.5.5.2.1. CONDUCTS INITIAL/RECALL QUALIFICATION GROUND TRAINING.** Conducts initial qualification training IAW formal school lesson plan, documents, and forwards to the Operations Officer upon completion of training.

**2.5.5.2.2. CONDUCTS INSTRUCTOR UPGRADE GROUND TRAINING.** Conducts instructor upgrade training, documents, and forwards to the Operations Officer upon completion of training.

**2.5.5.2.3. CONDUCTS SPECIAL MISSION GROUND TRAINING.** Conducts special mission training, documents, and forwards to the Chief of Training.

**2.5.5.2.4. CONDUCTS TACTICAL MISSION GROUND TRAINING.** Conducts special mission training, documents, and forwards to the Chief of Training.

**2.5.6. ATTENDS TRAINING CONFERENCE/SEMINAR:**

**2.5.6.1. PERFORMS TRAVEL.**

**2.5.6.2. PREPARES FOR CONFERENCE/SEMINAR.**

**2.5.6.3. ATTENDS CONFERENCE/SEMINAR.**

**2.5.7. COMPLETES GRADUATE PROGRESS SURVEY FORM.**

**2.5.8. INVENTORIES TRAINING/MATERIAL.**

**2.5.9. MAINTAINS AFORMS TRAINING RECORD.**

**2.6. MANAGES THE STANDARDIZATION AND EVALUATION (STAN/EVAL) C-130 NAVIGATOR PROGRAM:**

**2.6.1. MANAGES NAVIGATOR FLIGHT EVALUATION:**

**2.6.1.1. PREPARES EVALUATION WORKSHEET.** Prepares worksheet for navigator position and types evaluation to be performed.

**2.6.1.2. DOCUMENTS EVALUATION RESULT.** Documents the results of the evaluation examination.

**2.6.1.3. CONDUCTS SUPERVISORY DEBRIEFING.** Debriefs the Chief, Stan/Eval, or Operations Officer as required on evaluation examination.

**2.6.1.4. DOCUMENTS AIRCREW QUALIFICATION.** Documents required training on AF Form 8, forwards to Chief, Stan/Eval, and Squadron Commander for additional indorsement; obtains signature of examinee on AF Form 8, and files in Flight Evaluation Folder.

**2.6.1.5. TRACKS ADDITIONAL TRAINING REQUIRED BY FLIGHT EVALUATION.** Updates additional training log or computer product of additional training completion.

**2.6.1.6. MAINTAINS AND REVIEWS FEF.** Documents FEF after every written test or flying evaluation and removes outdated material.

**2.6.1.7. MONITORS EVALUATION REQUIREMENT.** Tracks evaluation requirement from eligibility zone by grease board, computer program, or other local methods.

**2.6.2. PERFORMS AIRCREW TESTING:**

**2.6.2.1. CONDUCTS CLOSED BOOK EXAMINATION.**

**2.6.2.2. CONDUCTS OPEN BOOK EXAMINATION.**

**2.6.3. GRADES EXAMINATION:**

**2.6.3.1. GRADES CLOSED BOOK EXAMINATION.**

**2.6.3.2. GRADES OPEN BOOK EXAMINATION.**

**2.6.3.3. REVIEWS EXAMINATION.** Reviews missed examination questions with examinee and shows source of correct answer.

**2.6.3.4. DOCUMENTS EXAMINATION RESULT.**

**2.6.4. MANAGES SUPERVISOR OF FLYING (SOF) PROGRAM.**

**2.6.5. ADMINISTERS FLIGHT SURGEON REQUIREMENTS.**

**2.6.6. PERFORMS TREND ANALYSIS:**

**2.6.6.1. COLLECTS AND ANALYZES DATA.** Collects, documents, and analyzes data to identify adverse trend.

**2.6.6.2. RECOMMENDS CORRECTIVE ACTION.** Recommends corrective action for adverse trend and prepares appropriate documentation.

**2.6.6.3. DISSEMINATES TREND INFORMATION.** Disseminates trend information to flying squadron and higher headquarters.

**2.6.6.4. DOCUMENTS FOLLOW-UP ACTION.** Sends letter to appropriate person or squadron for corrective action, documents completion of corrective action, prepares letter of training requirement, and forwards to appropriate agency.

**2.6.7. REVIEWS/UPDATES MASTER QUESTION FILE (MQF).**

**2.6.8. DEVELOPS OR UPDATES AIRCREW EXAMINATION.**

**2.6.9. MANAGES AIRCREW REVIEW AND CERTIFICATION BOARD:**

**2.6.9.1. NOTIFIES ATTENDEE.** Notifies all technicians when they are required to meet the board.

**2.6.9.2. PREPARES INPUT TO BOARD.** Prepares input for the board for reclassification or disqualification action.

**2.6.9.3. ATTENDS BOARD.**

**2.6.9.4. PROCESSES BOARD MINUTES.** Prepares, staffs, and distributes Board minutes.

**2.6.9.5. MONITORS BOARD OPEN ITEMS.**

**2.6.10. REVIEWS INCOMING FEF.** Reviews FEF for all newly assigned aircrew member to determine eligibility period, past experience, needed evaluations, and required special training.

**2.6.11. DEVELOPS LOCAL PROCEDURE(S).** Researches applicable document, develops draft, coordinates draft, proofreads draft, and obtains approval.

**2.6.12. MAINTAINS FLYING REGULATION/TECHNICAL ORDER:**

**2.6.12.1. POSTS CHANGE OR REVISION.**

**2.6.12.2. ORDERS NEW REGULATION/TECHNICAL ORDER.**

**2.6.12.3. REVISES/CONDUCTS PUBLICATION REVIEW.**

**2.6.12.4. PROCESSES RECOMMENDATION FOR CHANGE.**

**2.6.13. MANAGES FCIF:**

**2.6.13.1. REVIEWS INFORMATION.** Reviews message, letter, verbal communication for inclusion in FCIF.

**2.6.13.2. INITIATES FCIF ITEM.** Initiates information item for FCIF.

**2.6.13.3. REVIEWS FCIF.** Performs annual FCIF review and deletes items no longer applicable.

**2.6.14. MANAGES QUARTERLY FCB.**

**2.6.15. SCHEDULES NAVIGATOR FLIGHT EVALUATION.** Collects request for evaluation and develops evaluation schedule. Resolves schedule conflict.

**2.6.16. PREPARES UTA BRIEFING.** Prepares briefing for Stan/Eval meeting during UTA.

**2.6.17. ATTENDS HHQ STAN/EVAL CONFERENCE.**

**2.6.18. PARTICIPATES IN DEPLOYMENT/EXERCISE PLAN DEVELOPMENT:**

**2.6.18.1. REVIEWS ROUTINE EXERCISE PLAN.** Reviews, coordinates, and provides input to exercise plan.

**2.6.18.2. ATTENDS ROUTINE EXERCISE MEETING.**

**2.6.18.3. PROVIDES INPUT TO ROUTINE EXERCISE AFTER-ACTION REPORT.**

**2.6.18.4. REVIEWS CONUS DEPLOYMENT/EXERCISE PLAN.** Reviews, coordinates, and provides input to ORI/AFT deployment/exercise plan.

**2.6.18.5. ATTENDS CONUS DEPLOYMENT/EXERCISE MEETING.**

**2.6.18.6. PROVIDES INPUT TO CONUS DEPLOYMENT/EXERCISE AFTER-ACTION REPORT.**

**2.6.18.7. REVIEWS OVERSEAS DEPLOYMENT/EXERCISE PLAN.** Reviews, coordinates, and provides input to deployment/exercise plan.

**2.6.18.8. ATTENDS OVERSEAS DEPLOYMENT/EXERCISE MEETING.**

**2.6.18.9. PROVIDES INPUT TO OVERSEAS DEPLOYMENT/EXERCISE AFTER-ACTION REPORT.**

**2.6.19. INVESTIGATES AIRSPACE VIOLATION/INCIDENT.**

**2.6.20. COORDINATES WITH SAFETY AND QUALITY ASSURANCE.** Coordinates with Safety and Quality Assurance on flight mishap information for applicability and necessary action.

**2.6.21. MAINTAINS INFLIGHT REFUELING (IFR) EQUIPMENT.**

**2.6.22. MAINTAINS SELF CONTAINED NAVIGATION SYSTEM (SCNS).**

**2.6.23. MAINTAINS AIR DEFENSE SYSTEM (ADS).**

**3. FLYING/GROUND TRAINING - C-130 FLIGHT ENGINEER:**

**3.1. PERFORMS FLIGHT ENGINEER FLYING TRAINING:**

**3.1.1. PREPARES FOR BRIEFING.** Establishes objective, selects the system to be emphasized, prepares briefing, and performs pre-mission planning.

**3.1.1.1. PREPARES EVALUATOR FLIGHT (EF) ENGINEER BRIEFING.**

**3.1.1.2. PREPARES INSTRUCTOR FLIGHT (IF) ENGINEER BRIEFING.**

**3.1.1.3. PREPARES MISSION FLIGHT (MF) ENGINEER BRIEFING.**

**3.1.2. CONDUCTS BRIEFING:**

**3.1.2.1. CONDUCTS EF BRIEFING.**

**3.1.2.2. CONDUCTS IF BRIEFING.**

**3.1.2.3. CONDUCTS MF BRIEFING.**

**3.1.3. PERFORMS PREFLIGHT.** Checks and verifies aircraft readiness, maintenance/service condition, the exterior and interior of airplane, and forms; inspects aircraft, operates systems, and prepares performance data.

**3.1.3.1. PERFORMS EF PREFLIGHT.**

**3.1.3.2. PERFORMS IF PREFLIGHT.**

**3.1.3.3. PERFORMS MF PREFLIGHT.**

**3.1.4. STARTS TAXI AND TAKES OFF.** Operates systems to start aircraft, assures performance of all checklist items for taxi and take off, and monitors aircraft performance during all phases of operation.

**3.1.4.1. STARTS EF TAXI AND TAKES OFF.****3.1.4.2. STARTS IF TAXI AND TAKES OFF.****3.1.4.3. STARTS MF TAXI AND TAKES OFF.**

**3.1.5. FLIES MISSION.** Flies mission, briefs in-flight critique, operates systems to ensure performance standards, and provides mission performance data.

**3.1.5.1. FLIES EF MISSION.****3.1.5.2. FLIES IF MISSION.****3.1.5.3. FLIES MF MISSION.**

**3.1.6. PERFORMS POST FLIGHT.** Completes AFTO Form 781, AFORM Aircrew/Mission Flight Data Document, and coordinates with Maintenance for post flight.

**3.1.7. PERFORMS DEBRIEF.** Assesses accomplished objective and debriefs flight.

**3.1.7.1. PERFORMS EF DEBRIEF.****3.1.7.2. PERFORMS IF DEBRIEF.****3.1.7.3. PERFORMS MF DEBRIEF.****3.2. RECEIVES FLIGHT ENGINEER GROUND TRAINING:****3.2.1. RECEIVES SIMULATOR TRAINING.****3.2.2. RECEIVES PHYSIOLOGICAL TRAINING.****3.2.3. RECEIVES RECORD REVIEW.****3.2.4. RECEIVES SYSTEMS REFRESHER TRAINING.****3.2.5. RECEIVES CHEMICAL WARFARE GROUND TRAINING.****3.2.6. RECEIVES CHEMICAL TASK QUALIFICATION FLIGHT TRAINING.****3.2.7. RECEIVES OPERATIONS SECURITY/COMMUNICATIONS SECURITY TRAINING.**

**3.3. TAKES EXAMINATION.** Takes examination given by the Stan/Eval office.

**3.3.1. TAKES OPEN BOOK EXAMINATION.**

**3.3.2. TAKES CLOSED BOOK EXAMINATION.**

**3.4. ACCOUNTS FOR NONFLYING PORTION OF FLYING MISSION.** Accounts for the nonflying portion of flying mission when required to remain away from home station.

**3.4.1. UNIT DIRECTED.**

**3.4.2. STATE DIRECTED.**

**3.4.3. NGB DIRECTED.**

**3.4.4. AMC DIRECTED.**

**3.5. PERFORMS STANDARDIZATION AND EVALUATION (STAN/EVAL) PROCEDURE:**

**3.5.1. DEVELOPS POLICY AND PROCEDURE:**

**3.5.1.1. DEVELOPS DIRECTIVE.** Researches applicable document, develops draft, coordinates draft, proofreads draft, and obtains approval.

**3.5.1.2. REVISES PUBLICATION:**

**3.5.1.2.1. CONDUCTS PUBLICATION REVIEW.**

**3.5.1.2.2. ATTENDS HHQ REVIEW CONFERENCE.**

**3.5.2. PROVIDES INPUT TO QUARTERLY FCB.** Researches and provides input to Quarterly FCB to Chief, Standardization and Evaluation.

**3.5.3. PREPARES BRIEFING.** Prepares briefing for Standardization and Evaluation Meeting during UTA.

**3.5.4. PREPARES INPUT FOR MEETING.** Prepares input for monthly commander's meeting prior to Unit Training Assembly (UTA).

**3.5.5. PERFORMS FLIGHT ENGINEER FLIGHT EVALUATION:**

**3.5.5.1. PREPARES EVALUATION WORKSHEET.** Prepares worksheet for Flight Engineer position and types evaluation to be performed.

**3.5.5.2. BRIEFS EXAMINEE.** Briefs examinee on purpose of flight check and grading criteria, ensures all prerequisites have been met, and ensures scheduled flight time is understood.

**3.5.5.3. CONDUCTS POST-MISSION DEBRIEFING.** Conducts post-mission debrief through discussion of the examination results between the examiner and examinee.

**3.5.5.4. CONDUCTS SUPERVISORY DEBRIEFING.** Debriefs the Chief, Stan/Eval, or Operations Officer on each evaluation examination.

**3.5.5.5. DOCUMENTS AIRCREW QUALIFICATION.** Documents required training on AF Form 8,

forwards to Chief, Stan/Eval and Squadron Commander for additional indorsement; obtains signature of examinee on AF Form 8 and files in flight Evaluation Folder.

**3.5.5.6. TRACKS ADDITIONAL TRAINING COMPLETION.** Updates additional training log or computer product of additional training completion.

**3.5.5.7. RECEIVES EVALUATION.** Receives evaluation for Flight Engineer position prior to mission briefing and after mission debriefing.

**3.5.6. MAINTAINS AND REVIEWS FEF.** Documents FEF after every written test or flying evaluation and removes outdated material.

**3.5.7. PREPARES TREND ANALYSIS.** Prepares trend analysis and submits to Chief and/or Stan/Eval for review.

**3.5.8. PERFORMS AIRCREW TESTING:**

**3.5.8.1. ADMINISTERS EXAMINATION:**

**3.5.8.1.1. CONDUCTS CLOSED BOOK EXAMINATION.**

**3.5.8.1.2. CONDUCTS OPEN BOOK EXAMINATION.**

**3.5.8.2. GRADES EXAMINATION:**

**3.5.8.2.1. GRADES CLOSED BOOK EXAMINATION.**

**3.5.8.2.2. GRADES OPEN BOOK EXAMINATION.**

**3.5.8.3. REVIEWS EXAMINATION.** Reviews missed examination questions with examinee and shows source of correct answer.

**3.5.8.4. REVIEWS/UPDATES MQF.**

**3.5.8.5. DEVELOPS OR UPDATES AIRCREW EXAMINATION.**

**3.5.9. PREPARES AF FORM 847, RECOMMENDATION FOR CHANGE OF FLIGHT PUBLICATION (FLIGHT PUBLICATIONS):**

**3.5.9.1. PREPARES AF FORM 847.** Prepares AF Form 847 to document the recommended change to a technical order (T.O.) or directive.

**3.5.9.2. FORWARDS TO UNIT AF FORM 847 MONITOR.** Forwards AF Form 847 to unit monitor for review.

**3.5.10. MANAGES FCIF FOR FLIGHT ENGINEER:**

**3.5.10.1. REVIEWS INFORMATION.** Reviews message, letter, verbal communication for inclusion in FCIF.

**3.5.10.2. INITIATES FCIF ITEM.** Initiates information item for FCIF.



**3.5.10.3. REVIEWS FCIF.** Performs annual FCIF review and deletes items no longer applicable.

**3.5.11. MANAGES STAN/EVAL REVIEW AND CERTIFICATION BOARD:**

**3.5.11.1. NOTIFIES ATTENDEE.** Notifies flight engineer when they are required to meet the board.

**3.5.11.2. PREPARES INPUT TO STAN/EVAL BOARD.** Prepares input for the board for reclassification or disqualification action.

**3.5.11.3. ATTENDS STAN/EVAL BOARD.**

**3.5.11.4. MONITORS STAN/EVAL BOARD.**

**3.5.12. REVIEWS INCOMING FEF.** Reviews FEF for all newly assigned aircrew member to determine eligibility period, past experience, needed evaluations, and required special training.

**3.5.13. MONITORS EVALUATION REQUIREMENT.** Tracks evaluation requirement from eligibility zone by grease board, computer program, or other local methods.

**3.5.14. MAINTAINS IN-FLIGHT GUIDE:**

**3.5.14.1. CREATES IN-FLIGHT GUIDE.** Creates, coordinates, prints, and disseminates the Flight Engineer In-Flight Guide.

**3.5.14.2. UPDATES IN-FLIGHT GUIDE.** Updates, coordinates, prints, and disseminates the Flight Engineer In-Flight Guide.

**3.5.15. ATTENDS STAN/EVAL CONFERENCE.**

**3.5.16. ADMINISTERS NO-NOTICE EVALUATION AND PREPARES AF FORM 8.**

**3.5.17. ENSURES SAFETY COMPLIANCE:**

**3.5.17.1. REVIEWS AIRCRAFT INCIDENT.**

**3.5.17.2. REVIEWS OPERATIONAL HAZARD.**

**3.5.17.3. REVIEWS ACCIDENT REPORT.**

**3.5.17.4. MAKES RECOMMENDATION/CHANGE.**

**3.5.17.5. FORWARDS RECOMMENDATION.** Forwards recommendation/change to Safety office and HHQ.

**3.5.17.6. MAINTAINS AIRCRAFT FORMS AND RECORDS.** Maintains AFTO Form 781, *Mission Flight Data*; AFTO Form 781H, *Flight Status*; AFTO Form 781A, *Maintenance Discrepancies*; AFTO FORM 781J, *Engine Flight Documentation*; AFTO Form 15, *Ground Support Equipment*; and AFTO Form 315, *Aviation Fuel Invoice*.

**3.6. PERFORMS FLIGHT ENGINEER SCHEDULING:**

**3.6.1. CONTACTS STAN/EVAL.** Contacts Stan/Eval to determine evaluations to be completed on next month's monthly schedule and forwards to the Chief of Scheduling.

**3.6.2. REVIEWS FLYING TRAINING CURRENCY SHEET.** Reviews flying training currency sheet provided weekly from AFORMS to determine types of missions the Crew Scheduling Officers (CSOs) require for local training and provides input to the Chief of Scheduling.

**3.6.3. REVIEWS FOLDER.** Reviews folder to determine upgrade training required.

**3.6.4. SCHEDULES NON-UTA MISSION:**

**3.6.4.1. COMPLETES MONTHLY SCHEDULE:**

**3.6.4.1.1. REVIEWS INDIVIDUAL TRAINING REQUIREMENT.** Reviews individual training requirement based upon scheduled mission.

**3.6.4.1.1.1. REVIEWS REQUIREMENT FOR LOCAL MISSION.**

**3.6.4.1.1.2. REVIEWS REQUIREMENT FOR CROSS COUNTRY MISSION.**

**3.6.4.1.2. DETERMINES AVAILABILITY OF FLIGHT ENGINEER.** Contacts each flight engineer to determine availability for scheduled mission.

**3.6.4.1.2.1. DETERMINES AVAILABILITY FOR LOCAL MISSION.**

**3.6.4.1.2.2. DETERMINES AVAILABILITY FOR CROSS COUNTRY MISSION.**

**3.6.4.1.3. DETERMINES PAY STATUS:**

**3.6.4.1.3.1. DETERMINES PAY STATUS FOR LOCAL MISSION.** Determines pay status of each flight engineer by coordinating with Air Operations Supervisor and obtains additional pay resources from Air Operations Officer as required.

**3.6.4.1.3.2. DETERMINES PAY STATUS FOR CROSS-COUNTRY MISSION.** Determines type of pay resource required for mission and provides input to the Chief of Scheduling.

**3.6.4.1.4. COMPLETES MONTHLY SCHEDULE.** Completes monthly schedule and returns to Scheduling.

**3.6.5. PROVIDES INPUT TO DEVIATION IN SCHEDULE.** Reviews training requirement, contacts individual for availability, reviews pay status, identifies individual for mission, and provides Scheduling with name of flight engineer.

**3.6.6. NOTIFIES EMPLOYER.** Notifies employer by letter for active duty commitment.

**3.6.7. PROVIDES FLIGHT ENGINEER FOR UNSCHEDULED MISSION.** Determines qualification for mission, contacts individual for availability, identifies individual for mission, and provides name of flight engineer to mission commander.

**3.6.8. PROVIDES FLIGHT ENGINEER FOR DEPLOYMENT/EXERCISE :**

**3.6.8.1. ATTENDS MEETING.** Attends meeting, reviews plan, determines communication requirement, determines COMSEC requirement, determines training to be accomplished, and determines number of flight engineers required on mission.

**3.6.8.2. REVIEWS FLYING TRAINING CURRENCY SHEET.** Reviews flying training currency sheet to determine order of selection for contacting flight engineers.

**3.6.8.3. PROVIDES INPUT TO THE CHIEF OF SCHEDULING.**

**3.6.9. SCHEDULES UTA MISSION.** Attends meeting with Chief of Scheduling and Chief of Training to determine which flight engineer will fly on UTA mission. Discusses type of mission scheduled and selects flight engineer based on ground training requirements already scheduled.

**3.6.10. DEVELOPS WEEKLY SCHEDULE.**

**3.6.11. REVIEWS AND FORWARDS FORM TO APPROPRIATE AGENCY:**

**3.6.11.1. REVIEWS AND FORWARDS AFTO FORM 151A, INDIVIDUAL C-130 AIRCRAFT USAGE LOG.**

**3.6.11.2. REVIEWS AND FORWARDS AMC FORM 796, C-130 FUEL LOG.**

**3.7. CONDUCTS FLIGHT ENGINEER TRAINING:**

**3.7.1. PREPARES FLIGHT ENGINEER TRAINING PLAN:**

**3.7.1.1. COORDINATES FLIGHT ENGINEER TRAINING PLAN.** Coordinates development of training plan and priority with the Chief of Training, and coordinates with other Operations work center functions for input.

**3.7.1.2. PREPARES PLAN.** Compiles input and prepares training plan.

**3.7.1.3. PUBLISHES PLAN.** Publishes training plan.

**3.7.1.4. REVISES TRAINING PLAN.** Reviews plan, coordinates changes with work center personnel, and makes revision to training plan.

**3.7.2. PREPARES INDIVIDUAL TRAINING REQUIREMENT:**

**3.7.2.1. REVIEWS NEWLY ASSIGNED FLIGHT ENGINEER RECORD:**

**3.7.2.1.1. ASSESSES NEWLY ASSIGNED FLIGHT ENGINEER RECORD.** Reviews record and determines qualification training necessary to make or sustain mission ready (MR) status and forwards record to the Chief of Training for review.

**3.7.2.1.2. ASSESSES FLIGHT ENGINEER QUALIFICATION.** Reviews status of member and the appropriate training requirement.

**3.7.2.2. REVIEWS UNIT LEVEL FLYING TRAINING UPGRADE SYLLABUS.** Reviews all flight engineer upgrade training syllabus, coordinates syllabus with appropriate work center personnel

and flight engineer, and makes change as required.

**3.7.2.3. PREPARES OUTLINE OF TRAINING REQUIREMENT.** Prepares outline of individual training requirement, forwards to the Chief of Training for approval, and then coordinates training requirement with appropriate office.

**3.7.2.4. REVIEWS MASTER TRAINING TABLE ASSIGNMENT LIST.** Requests list of flight engineers from AFORMS, reviews for accuracy, corrects discrepancy as required, and forwards to appropriate office.

**3.7.2.4.1. REVIEWS GROUND TRAINING LIST.**

**3.7.2.4.2. REVIEWS FLIGHT TRAINING LIST.**

**3.7.2.5. UPDATES TRAINING TABLE.** Updates training table, coordinates with appropriate office, and forwards to the Chief of Training or the Chief of Scheduling, as appropriate.

**3.7.2.5.1. UPDATES TRAINING TABLE FOR GROUND TRAINING.**

**3.7.2.5.2. UPDATES TRAINING TABLE FOR FLIGHT TRAINING.**

**3.7.2.6. REVIEWS AFORMS TRAINING PRODUCT.** Requests individual training summary report and reviews status of flight engineer.

**3.7.3. REQUESTS FORMAL SCHOOL:**

**3.7.3.1. DETERMINES STUDENT AVAILABILITY.**

**3.7.3.2. PREPARES REQUEST.** Prepares request for formal school and forwards to base Training office.

**3.7.3.3. NOTIFIES STUDENT OF SCHOOL AVAILABILITY.** Notifies student of school availability after receiving notice from the base Training office.

**3.7.4. MONITORS FLIGHT ENGINEER TRAINING STATUS:**

**3.7.4.1. PREPARES GROUND TRAINING MAKEUP LETTER.** Prepares ground training makeup letter for individual missing UTA, forwards to the Squadron Commander for approval, notifies individual, and files copy with the Air Operations Supervisor.

**3.7.4.2. REVIEWS CONTINUOUS TRAINING EVENT COMPLETION.** Reviews training accomplishment form for discrepancy, makes correction as required, and annotates for AFORMS update.

**3.7.4.3. DOCUMENTS COMPLETED UPGRADE TRAINING PROGRAM SYLLABUS.** Documents completed upgrade training program, notifies appropriate Operations work center, and routes to the Chief of Training.

**3.7.4.4. NOTIFIES INDIVIDUAL OF TRAINING DEFICIENCY.** Notifies individual of training deficiency and corrective action to be taken.

**3.7.4.5. SUBMITS WAIVER REQUEST.** Submits request for waiver to training requirement to the Chief of Training.

**3.7.4.6. UPDATES PQI.** Reviews PQI, updates, and notifies the Chief of Training.

**3.7.4.7. MONITORS FORMAL SCHOOL TRAINING.** Monitors individual attending formal school training by calling school to check training progress.

**3.7.5. EVALUATES TRAINING PROGRAM.** Evaluates training program and provides technical guidance and training clarification to the Chief of Training on achieving the training objective and standard while avoiding duplication of training requirement.

**3.7.6. CONDUCTS TRAINING:**

**3.7.6.1. CONDUCTS LOCAL ORIENTATION TRAINING.** Conducts local orientation training IAW C-130 Aircrew Training Manual, documents training, and forwards to the Chief of Training.

**3.7.6.2. CONDUCTS UPGRADE TRAINING:**

**3.7.6.2.1. CONDUCTS INITIAL QUALIFICATION TRAINING.** Conducts initial qualification training IAW formal school lesson plan, documents, and forwards to the Operations Officer upon completion of training.

**3.7.6.2.2. CONDUCTS INSTRUCTOR UPGRADE TRAINING.** Conducts instructor upgrade training IAW training regulations; documents training, and forwards to the Operations Officer upon completion of training.

**3.7.6.2.3. CONDUCTS SPECIAL MISSION TRAINING.** Conducts special mission training IAW training regulations, documents training, and forwards to the Chief of Training.

**3.7.7. ATTENDS TRAINING CONFERENCE/SEMINAR:**

**3.7.7.1. PERFORMS TRAVEL.**

**3.7.7.2. PREPARES FOR CONFERENCE/SEMINAR.**

**3.7.7.3. ATTENDS CONFERENCE/SEMINAR.**

**3.7.8. COMPLETES GRADUATE PROGRESS SURVEY FORM.**

**3.7.9. CONDUCTS GROUND TRAINING:**

**3.7.9.1. CONDUCTS MISSION QUALIFICATION GROUND TRAINING.**

**3.7.9.2. CONDUCTS CONTINUATION QUALIFICATION GROUND TRAINING.**

**3.7.10. INVENTORIES TRAINING MATERIAL.**

**3.8. PERFORMS NONFLYING SUPPORT:**

**3.8.1. MANAGES AND MAINTAINS COMBAT REPAIR KIT.**

**3.8.2. MANAGES AND MAINTAINS FLIGHT ENGINEER TOOL KIT.**

**3.8.3. ENSURES "RED" X MAINTENANCE DISCREPANCY IS CLEARED.**

**4. FLYING/GROUND TRAINING - C-130 LOADMASTER:**

**4.1. PERFORMS LOADMASTER FLYING TRAINING:**

**4.1.1. PREPARES FOR BRIEFING.** Establishes objective, selects the system to be emphasized, prepares briefing, and performs premission planning.

**4.1.1.1. PREPARES EVALUATOR LOADMASTER (EL) BRIEFING.**

**4.1.1.2. PREPARES INSTRUCTOR LOADMASTER (IL) BRIEFING.**

**4.1.1.3. PREPARES MISSION LOADMASTER (ML) BRIEFING.**

**4.1.2. CONDUCTS BRIEFING:**

**4.1.2.1. CONDUCTS EL BRIEFING.**

**4.1.2.2. CONDUCTS IL BRIEFING.**

**4.1.2.3. CONDUCTS ML BRIEFING.**

**4.1.3. PERFORMS PREFLIGHT.** Verifies aircraft readiness and maintenance serviceability condition by inspecting aircraft forms, performs visual interior and exterior preflight inspection, preflights and operates appropriate aircraft systems dictated by mission use, computes weight and balance, and completes DD Form 365-F, *Weight and Balance Data Sheet*.

**4.1.3.1. PERFORMS EL PREFLIGHT.**

**4.1.3.2. PERFORMS IL PREFLIGHT.**

**4.1.3.3. PERFORMS ML PREFLIGHT.**

**4.1.4. LOADS AIRCRAFT:**

**4.1.4.1. PLANS LOAD.** Plans load, positions cargo door and ramp, checks manifest, inspects cargo, loads aircraft IAW T.O. and directive.

**4.1.4.2. SECURES LOAD.** Secures load after loading checklist IAW T.O. 1C-130(H)H-1CL-3.

**4.1.4.3. BRIEFS PASSENGER.** Briefs passenger, completes AF Form 96, *Passenger Manifest*, and demonstrates use of Life Preserver Unit, location of ground emergency exit, and ground/air emergency procedure.

**4.1.5. PREPARES FOR CANCELED MISSION.** Prepares for mission which is subsequently canceled and not rescheduled.

**4.1.5.1. PREPARES EL/IL/ML BRIEFING.**

**4.1.5.2. CONDUCTS EL/IL/ML BRIEFING.**

**4.1.5.3. PERFORMS EL/IL/ML PREFLIGHT.**

**4.1.6. PERFORMS PRESTART TO TAKEOFF CHECKLIST.** Observes engine start for safety, ensures engine has no fuel or hydraulic leak, monitors hydraulic system within aircraft, and ensures cargo and passengers are secured prior to and during taxi and takeoff phase of flight.

**4.1.6.1. PERFORMS EL PRESTART TO TAKEOFF CHECKLIST.**

**4.1.6.2. PERFORMS IL PRESTART TO TAKEOFF CHECKLIST.**

**4.1.6.3. PERFORMS ML PRESTART TO TAKEOFF CHECKLIST.**

**4.1.7. FLIES MISSION.** Flies mission, checks periodically all aircraft hydraulic systems and associated plumbing, scans visually the interior/exterior of aircraft throughout flight, and provides pilot and engineer information of any hazardous/unsafe condition.

**4.1.7.1. FLIES EL MISSION.**

**4.1.7.2. FLIES IL MISSION.**

**4.1.7.3. FLIES ML MISSION.**

**4.1.8. PERFORMS POST FLIGHT.** Documents aircraft maintenance discrepancy found during flight, shuts off all emergency lights and oxygen systems, supervises the downloading of passengers and cargo, downloads pyrotechnic device and training equipment, completes propeller feather check, prepares clearance and customs form, and sprays aircraft with insecticide if required.

**4.1.8.1. PERFORMS EL POST FLIGHT.**

**4.1.8.2. PERFORMS IL POST FLIGHT.**

**4.1.8.3. PERFORMS ML POST FLIGHT.**

**4.1.9. PERFORMS DEBRIEF.** Assesses accomplished objective, debriefs flight, and completes required Air Force Operations Resource Management System Aircrew Mission Flight Data document.

**4.1.9.1. PERFORMS EL DEBRIEF.**

**4.1.9.2. PERFORMS IL DEBRIEF.**

**4.1.9.3. PERFORMS ML DEBRIEF.**

**4.2. RECEIVES/PERFORMS LOADMASTER GROUND TRAINING:**

**4.2.1. RECEIVES LOADMASTER GROUND TRAINING:**

**4.2.1.1. RECEIVES PHYSIOLOGICAL TRAINING.** Performs temporary duty (TDY) to training location to receive training.

**4.2.1.2. RECEIVES HAZARDOUS CARGO TRAINING.**

**4.2.1.3. RECEIVES CHEMICAL WARFARE DEFENSE TRAINING.**

**4.2.1.4. RECEIVES CHEMICAL TASK QUALIFICATION FLIGHT TRAINING.**

**4.3. TAKES EXAMINATION.** Takes examination given by the STAN/EVAL office.

**4.3.1. TAKES OPEN BOOK EXAMINATION.**

**4.3.2. TAKES CLOSED BOOK EXAMINATION.**

**4.4. ACCOUNTS FOR NONFLYING PORTION OF FLYING MISSION.** Accounts for the nonflying portion of flying mission when required to remain away from home station. Participates in overseas or conus deployment or exercise, passenger movement, tactical training, and shuttle mission support.

**4.5. MANAGES THE STAN/EVAL LOADMASTER PROGRAM:**

**4.5.1. PERFORMS LOADMASTER FLIGHT EVALUATION:**

**4.5.1.1. PREPARES EVALUATION WORKSHEET.** Prepares worksheet for loadmaster position and types evaluation to be performed.

**4.5.1.2. DOCUMENTS EVALUATION RESULT.** Documents the results of the evaluation examination.

**4.5.1.3. CONDUCTS SUPERVISORY DEBRIEFING.** Debriefs the Chief, Stan/Eval, or Operations Officer on each evaluation examination.

**4.5.1.4. DOCUMENTS AIRCREW QUALIFICATION.** Documents required training on AF Form 8, forwards to Chief, Stan/Eval, and Squadron Commander for additional indorsement, obtains signature of examinee on AF Form 8, and files in FEF.

**4.5.1.5. TRACKS ADDITIONAL TRAINING COMPLETION.** Updates additional training log or computer product of additional training completion.

**4.5.1.6. MAINTAINS AND REVIEWS FEF.** Documents FEF after every written test or flying evaluation and removes outdated material.

**4.5.1.7. MONITORS EVALUATION REQUIREMENT.** Tracks evaluation requirement from eligibility zone by grease board, computer program, or other local methods.

**4.5.2. PERFORMS AIRCREW TESTING:**

**4.5.2.1. ADMINISTERS EXAMINATION:**

**4.5.2.1.1. CONDUCTS CLOSED BOOK EXAMINATION.**



**4.5.2.1.2. CONDUCTS OPEN BOOK EXAMINATION.**

**4.5.2.1.3. CONDUCTS INSTRUCTOR EXAMINATION.**

**4.5.3. GRADES EXAMINATION:**

**4.5.3.1. GRADES CLOSED BOOK EXAMINATION.**

**4.5.3.2. GRADES OPEN BOOK EXAMINATION.**

**4.5.3.3. REVIEWS EXAMINATION.** Reviews missed examination questions with examinee and shows source of correct answer.

**4.5.4. PERFORMS TREND ANALYSIS.** Collects and analyzes data, and identifies adverse trend. Recommends corrective action for adverse trend and prepares appropriate documentation. Disseminates trend information to flying squadron and higher headquarters.

**4.5.5. REVIEWS AND UPDATES MQF.**

**4.5.6. DEVELOPS OR UPDATES AIRCREW EXAMINATION.**

**4.5.7. UPDATES EVALUATION PROFILE OR SCENARIO.**

**4.5.8. MANAGES STAN/EVAL REVIEW AND CERTIFICATION BOARD:**

**4.5.8.1. NOTIFIES ATTENDEE.** Notifies loadmaster technician when they are required to meet the board.

**4.5.8.2. PREPARES INPUT TO STAN/EVAL BOARD.** Prepares input for the board for reclassification or disqualification action.

**4.5.8.3. ATTENDS STAN/EVAL BOARD.**

**4.5.9. MONITORS STAN/EVAL BOARD OPEN ITEMS.**

**4.5.10. REVIEWS INCOMING FEF.** Reviews FEF for newly assigned aircrew member to determine eligibility period, past experience, needed evaluations, and required special training.

**4.5.11. DEVELOPS DIRECTIVE.** Researches applicable document, develops draft, coordinates draft, proofreads draft, and obtains approval.

**4.5.12. MAINTAINS FLYING T.O.:**

**4.5.12.1. POSTS CHANGE OR REVISION.**

**4.5.12.2. ORDERS NEW T.O.**

**4.5.12.3. REVISES/CONDUCTS PUBLICATION REVIEW.**

**4.5.12.4. PROCESSES RECOMMENDATION FOR CHANGE.**

**4.5.12.5. ATTENDS HIGHER HEADQUARTERS REVIEW CONFERENCE.**

**4.5.13. MANAGES FCIF FOR RATED CREW MEMBER:**

**4.5.13.1. REVIEWS INFORMATION.** Reviews message, letter, verbal communication for inclusion in FCIF.

**4.5.13.2. INITIATES FCIF ITEM.** Initiates information item for FCIF.

**4.5.13.3. REVIEWS FCIF.** Performs annual FCIF review and deletes items no longer applicable.

**4.5.14. PROVIDES INPUT TO QUARTERLY FCB.** Researches and provides input to Quarterly FCB to Chief or Stan/Eval.

**4.5.15. SCHEDULES STAN/EVAL PERSONNEL.** Collects request for evaluation and develops evaluation schedule. Resolves schedule conflict.

**4.5.16. PREPARES INPUT FOR MEETING.** Prepares input for monthly commander's meeting prior to Unit Training Assembly (UTA).

**4.5.17. PREPARES UTA BRIEFING.** Prepares briefing for Stan/Eval meeting during UTA.

**4.5.18. PARTICIPATES IN DEPLOYMENT/EXERCISE PLAN DEVELOPMENT:**

**4.5.18.1. REVIEWS ROUTINE EXERCISE PLAN.** Reviews, coordinates, and provides input to exercise plan.

**4.5.18.2. ATTENDS ROUTINE EXERCISE MEETING.**

**4.5.18.3. PROVIDES INPUT TO ROUTINE EXERCISE AFTER-ACTION REPORT.**

**4.5.18.4. REVIEWS CONUS DEPLOYMENT/EXERCISE PLAN.** Reviews, coordinates, and provides input to ORI/AFT deployment/exercise plan.

**4.5.18.5. ATTENDS CONUS DEPLOYMENT/EXERCISE MEETING.**

**4.5.18.6. PROVIDES INPUT TO CONUS DEPLOYMENT/EXERCISE AFTER-ACTION REPORT.**

**4.5.18.7. REVIEWS OVERSEAS DEPLOYMENT/EXERCISE PLAN.** Reviews, coordinates, and provides input to deployment/exercise plan.

**4.5.18.8. ATTENDS OVERSEAS DEPLOYMENT/EXERCISE MEETING.**

**4.5.18.9. PROVIDES INPUT TO OVERSEAS DEPLOYMENT/EXERCISE AFTER-ACTION REPORT.**

**4.5.19. INVESTIGATES AIRSPACE VIOLATION/INCIDENT.**

**4.5.20. COORDINATES WITH SAFETY AND QUALITY ASSURANCE.** Coordinates with Safety and Quality Assurance on flight mishap information for applicability and necessary action.

**4.6. PREPARES LOADMASTER TRAINING PLAN:**

**4.6.1. COORDINATES LOADMASTER TRAINING PLAN.** Coordinates development of training plan and priority with the Chief of Training and coordinates with other operations work center functions for input.

**4.6.2. PREPARES PLAN.** Compiles input and prepares training plan.

**4.6.3. PUBLISHES PLAN.** Publishes training plan.

**4.6.4. REVISES TRAINING PLAN.** Reviews plan and coordinates changes.

**4.6.5. PREPARES INDIVIDUAL TRAINING REQUIREMENT:**

**4.6.5.1. REVIEWS NEWLY ASSIGNED LOADMASTER RECORD:**

**4.6.5.1.1. ASSESSES NEWLY ASSIGNED LOADMASTER RECORD.** Reviews record and determines qualification training necessary to make or sustain MR status and forwards record to the Chief of Training for review.

**4.6.5.1.2. ASSESSES LOADMASTER QUALIFICATION.** Reviews status of member and the appropriate training requirement.

**4.6.5.2. REVIEWS UNIT LEVEL FLYING TRAINING UPGRADE SYLLABUS.** Reviews all rated crew member upgrade training syllabus, coordinates syllabus with appropriate work center personnel and loadmaster, and makes change as required.

**4.6.5.3. PREPARES OUTLINE OF TRAINING REQUIREMENT.** Prepares outline of individual training requirement, forwards to the Chief of Training for approval, and then coordinates training requirement with appropriate office.

**4.6.5.4. REVIEWS MASTER TRAINING TABLE ASSIGNMENT LIST.** Requests list of rated crew members from AFORMS, reviews for accuracy, corrects discrepancy as required, and forwards to appropriate office.

**4.6.5.4.1. REVIEWS GROUND TRAINING LIST.**

**4.6.5.4.2. REVIEWS FLIGHT TRAINING LIST.**

**4.6.5.5. UPDATES TRAINING TABLE.** Updates training table, coordinates with appropriate office, and forwards to the Chief of Training or the Chief of Scheduling, as appropriate.

**4.6.5.5.1. UPDATES TRAINING TABLE FOR GROUND TRAINING.**

**4.6.5.5.2. UPDATES TRAINING TABLE FOR FLIGHT TRAINING.**

**4.6.5.6. REVIEWS AFORMS TRAINING PRODUCT.** Requests individual training summary report and reviews status of rated crew member.

**4.6.6. REQUESTS FORMAL SCHOOL:**

**4.6.6.1. DETERMINES STUDENT AVAILABILITY.**

**4.6.6.2. PREPARES REQUEST.** Prepares request for formal school and forwards to Base Training Office.

**4.6.6.3. NOTIFIES STUDENT OF SCHOOL AVAILABILITY.** Notifies student of school availability after receiving notice from the Base Training Office.

**4.6.6.4. MONITORS LOADMASTER CREW MEMBER TRAINING STATUS:**

**4.6.6.4.1. PREPARES GROUND TRAINING MAKEUP LETTER.** Prepares ground training makeup letter for individual missing UTA, forwards to the squadron commander for approval, notifies individual, and files copy with the Air Operations Supervisor.

**4.6.6.4.2. REVIEWS CONTINUOUS TRAINING EVENT COMPLETION.** Reviews training accomplishment form for discrepancy, makes correction as required, and annotates for AFORMS update.

**4.6.6.4.3. DOCUMENTS COMPLETED UPGRADE TRAINING PROGRAM SYLLABUS.** Documents completed upgrade training program, notifies appropriate operations work center, and routes to the Chief of Training.

**4.6.6.4.4. NOTIFIES INDIVIDUAL OF TRAINING DEFICIENCY.** Notifies individual of training deficiency and corrective action to be taken.

**4.6.6.4.5. SUBMITS WAIVER REQUEST.** Submits request for waiver to training requirement to the Chief of Training.

**4.6.6.4.6. UPDATES PQI.** Reviews PQI, updates, and notifies the Chief of Training.

**4.6.6.4.7. MONITORS FORMAL SCHOOL TRAINING.** Monitors individual attending formal school training by calling school to check training progress.

**4.7. EVALUATES TRAINING PROGRAM.** Evaluates training program, and provides technical guidance and training clarification to the Chief of Training on achieving the training objective and standard, avoiding duplication of training requirement.

**4.8. CONDUCTS TRAINING:**

**4.8.1. CONDUCTS LOCAL ORIENTATION TRAINING.** Conducts local orientation training IAW C-130 aircrew training manuals, documents training, and forwards to the Chief of Training.

**4.8.2. CONDUCTS UPGRADE TRAINING:**

**4.8.2.1. CONDUCTS INITIAL QUALIFICATION TRAINING.** Conducts initial qualification training IAW formal school lesson plan, documents on AMC Form 670, and forwards to the Operations Officer

upon completion of training.

**4.8.2.2. CONDUCTS INSTRUCTOR UPGRADE TRAINING.** Conducts instructor upgrade training, documents, and forwards to the Operations Officer upon completion of training.

**4.8.2.3. CONDUCTS SPECIAL MISSION TRAINING.** Conducts special mission training, documents, and forwards to the Chief of Training.

**4.8.2.4. CONDUCTS REQUALIFICATION TRAINING.** Conducts requalification training IAW recommendation from Stan/Eval, documents on AF Form 8, and forwards to Stan/Eval upon completion of training.

**4.9. ATTENDS TRAINING CONFERENCE/SEMINAR:**

**4.9.1. PERFORMS TRAVEL.**

**4.9.2. PREPARES FOR CONFERENCE/SEMINAR.**

**4.9.3. ATTENDS CONFERENCE/SEMINAR.**

**4.10. COMPLETES GRADUATE PROGRESS SURVEY FORM.**

**4.11. CONDUCTS TRAINING:**

**4.11.1. CONDUCTS MISSION QUALIFICATION GROUND TRAINING.**

**4.11.2. CONDUCTS CONTINUATION QUALIFICATION GROUND TRAINING.**

**4.12. INVENTORIES TRAINING MATERIAL.**

**4.13. ACCOMPLISHES LOADMASTER SCHEDULING:**

**4.13.1. CONTACTS STAN/EVAL.** Contacts Stan/Eval to determine evaluations to be completed on next month's monthly schedule and forwards to the Chief of Scheduling.

**4.13.2. REVIEWS FLYING TRAINING CURRENCY SHEET.** Reviews flying training currency sheet provided weekly from AFORMS to determine types of missions the CSOs require for local training and provides input to the Chief of Scheduling.

**4.13.3. REVIEWS FOLDER.** Reviews folder to determine upgrade training required.

**4.13.4. SCHEDULES NON-UTA MISSION:**

**4.13.4.1. COMPLETES MONTHLY SCHEDULE:**

**4.13.4.1.1. REVIEWS REQUIREMENT FOR LOCAL MISSION.**

**4.13.4.1.2. REVIEWS REQUIREMENT FOR CROSS COUNTRY MISSION.**

**4.13.4.2. DETERMINES AVAILABILITY OF LOADMASTER.** Contacts each loadmaster to determine availability for scheduled mission.

**4.13.4.2.1. DETERMINES AVAILABILITY FOR LOCAL MISSION.**

**4.13.4.2.2. DETERMINES AVAILABILITY FOR CROSS COUNTRY MISSION.**

**4.13.4.3. DETERMINES PAY STATUS:**

**4.13.4.3.1. DETERMINES PAY STATUS FOR LOCAL MISSION.** Determines pay status of each loadmaster by coordinating with air operations supervisor and obtains additional pay resources from air operations officer as required.

**4.13.4.3.2. DETERMINES PAY STATUS FOR CROSS COUNTRY MISSION.** Determines type of pay resource required for mission and provides input to the Chief of Scheduling.

**4.13.4.1.4. COMPLETES MONTHLY SCHEDULE.** Completes monthly schedule and returns to scheduling.

**4.14. PROVIDES INPUT TO DEVIATION IN SCHEDULE.** Reviews training requirement, contacts individual for availability, reviews pay status, identifies individual for mission, and provides scheduling with name of loadmaster.

**4.15. NOTIFIES EMPLOYER.** Notifies employer by letter for active duty commitment.

**4.16. PROVIDES LOADMASTER FOR UNSCHEDULED MISSION.** Determines qualification for mission, contacts individual for availability, identifies individual for mission, and provides name of loadmaster to mission commander.

**4.17. PROVIDES LOADMASTER FOR DEPLOYMENT/EXERCISE:**

**4.17.1. ATTENDS MEETING.** Attends meeting, reviews plan, determines loadmaster requirement, determines training to be accomplished, and determines number of loadmasters required on mission.

**4.17.2. REVIEWS FLYING TRAINING CURRENCY SHEET.** Reviews flying training currency sheet to determine order of selection for contacting loadmaster.

**4.17.3. PROVIDES INPUT TO THE CHIEF OF SCHEDULING.**

**4.17.4. NOTIFIES EMPLOYER.** Notifies employer of active duty commitment.

**4.18. SCHEDULES UTA MISSION.** Attends meeting with Chief of Scheduling and Chief of Training to determine which loadmaster will fly on UTA mission, discusses type of mission scheduled, coordinates with C-130 section scheduler, and selects loadmaster based on ground training requirements already scheduled.

**4.19. ACCOMPLISHES NONFLYING SUPPORT:**

**4.19.1. STORES AND MAINTAINS LOADMASTER EQUIPMENT.** Removes equipment required for mission and returns equipment to bench stock.

**4.19.2. ORDERS EQUIPMENT AND SUPPLY ITEM.** Orders equipment and supply item through base supply and maintains suspense file.

**4.19.3. MAINTAINS AIRCREW PUBLICATION LIBRARY.** Updates aircrew publication, flight manual, operational manual, and technical order; reviews and recommends change to publications within two weeks of a noted discrepancy.

**5. TACTICS:**

**5.1. REVIEWS TACTICS PUBLICATION.** Reviews Multi-Command Manual 3-1 series, volumes 1, 2, and 3, for the assigned weapons system, *Joint Munitions Effectiveness Manual* (JMEM), or other tactics publication for applicable information and files.

**5.2. REVIEWS INTELLIGENCE PUBLICATION/INFORMATION.** Reviews publication and information provided by the intelligence office, reviews Tactical Intelligence Digest, Special Study Intelligence Digest, Enemy Air Order of Battle and Electronic Order of Battle, or other publication for applicable information.

**5.3. REVIEWS ELECTRONIC COMBAT PUBLICATION.** Reviews Automated Defense System Manual, Aircrew Weapons Delivery Manual, Non-Nuclear Weapons Delivery Manual, Air Force Electronic Warfare Center document, radar homing and warning radar warning receiver handbook, POD handbook, operational testing and evaluation tactics development and evaluation (TD&E) reports, or other electronic combat publication or document for applicable information and files.

**5.4. REVIEWS CONTINGENCY PUBLICATION.** Reviews classified or unclassified unit contingency plan, applicable Operational Plan (OPLAN) and Operations Order (OPORD), unit description of capabilities statement, or other contingency publication.

**5.5. PROVIDES INPUT TO HHQ.** Prepares and forwards to HHQ agenda item for 3-series Document Review, Force Employment Conference, and Tactics Symposium.

**5.6. PROVIDES TACTICS INPUT TO THE CONTINGENCY PLAN ANNEX.** Extracts unit contingency information regarding optimum route, tactics, weapons load, weapon/sensor delivery setting, and Electronic Countermeasures (ECM)/Electronic Counter-Countermeasures (ECCM), and provides input to the appropriate office for inclusion in the contingency plan annex.

**5.7. UPDATES UNIT TACTICS FLIMSY GUIDE OR 3-SERIES SUPPLEMENT.** Extracts and compiles current tactics data, coordinates with the DO, and updates the unit tactics guide or supplement.

**5.8. IDENTIFIES TACTICS AREA REQUIRING JOINT COORDINATION.** Coordinates with lateral unit to solve tactics problem, gathers information to assist in recommending changes to existing program, forwards to DO for approval, and implements change or submits to HHQ. Provides crosstell to other units.

**5.9. MAINTAINS UNIT STANDARD:**

**5.9.1. REVIEWS FLIGHT PUBLICATION.** Gathers information and reviews flight publication.

**5.9.2. MAINTAINS/UPDATES UNIT TACTICS PROGRAM.** Coordinates with the Stan/Eval and other appropriate offices to set a standardized Unit Tactics Program.

**5.10. PROCESSES INFORMATION:**

**5.10.1. PREPARES ARTICLE.** Gathers data, prepares article on tactics and ECM/ECCM subject, and documents reference.

**5.10.2. DISTRIBUTES INFORMATION.** Distributes information to assigned or attached aircrew by updating bulletin board, compiling read file, or publishing newsletter.

**5.11. MAINTAINS TACTICS LIBRARY:****5.11.1. REVIEWS TACTICS LIBRARY INDEX.**

**5.11.2. UPDATES DISTRIBUTION REQUIREMENT.** Updates distribution requirement for tactics publication/documentation.

**5.11.3. REVIEWS TACTICS FILE.** Reviews tactics file for currency and orders new/updated planning material.

**5.11.4. POSTS CHANGE.** Posts change to tactics publication.

**5.11.5. DESTROYS CLASSIFIED MATERIAL.** Destroys obsolete classified material and documents destruction, as required.

**5.12. REVIEWS TRAINING VIDEO TAPE RECORDING (VTR).** Reviews training tape for applicability and places in file.

**5.13. ADMINISTERS ACADEMIC TRAINING PROGRAM:**

**5.13.1. UPDATES UNIT TACTICS ACADEMIC OBJECTIVE.** Coordinates with the DO and appropriate office and updates the tactics training objective.

**5.13.2. COORDINATES TRAINING REQUIREMENT.** Coordinates with the training office or HHQ concerning tactics training requirement.

**5.13.3. PREPARES SCHEDULE FOR THE TACTICS GROUND TRAINING PLAN.** Prepares schedule and forwards to the training office.

**5.13.4. PREPARES TRAINING DOCUMENTATION.** Gathers subject material and prepares course syllabus, lesson plan, and training aid for a program.

**5.13.5. PREPARES MAKE-UP MATERIAL.** Prepares academic make-up material for member not in attendance at scheduled session.

**5.13.6. PREPARES FOR ACADEMIC TRAINING SESSION.** Gathers material and sets up training aid to conduct training.

**5.13.7. DOCUMENTS INDIVIDUAL ACADEMIC TRAINING.** Documents individual academic training accomplishment.



**5.13.8. CONDUCTS TRAINING SESSION.** Conducts training session for individual/group required to perform make-up training.

**5.14. ASSESSES UNIT COMBAT CAPABILITY:**

**5.14.1. REVIEWS UNIT MISSION RESULT.** Reviews unit mission result from a test, exercise, evaluation, or deployment report.

**5.14.2. IDENTIFIES DEFICIENCY IN AIRCREW PROCEDURE AND TECHNIQUE.**

**5.14.3. BRIEFS IMPROVEMENT/CORRECTIVE ACTION.** Briefs the DO and aircrew on recommended improvement/corrective action to enhance the unit's capability to perform assigned mission employing current tactics.

**5.15. PARTICIPATES IN THE UNIT PROGRAM, INSPECTION, AND EXERCISE.** Deploys to field training sites, ORI/ORE, Red Flag, Volant Oak, Volant Partner, and others.

**5.16. MANAGES THE ELECTRONIC COMBAT (EC) FUNCTION FOR ADS EQUIPPED AIRCRAFT:**

**5.16.1. REVIEWS EC REPROGRAMMING MESSAGE.** Reviews message with maintenance personnel concerning reprogramming of the appropriate EC system.

**5.16.2. MONITORS REPROGRAMMING.** Coordinates with maintenance personnel regarding the impact the reprogramming of appropriate EC system will have.

**5.16.3. DISTRIBUTES REPROGRAMMING ACTION.** Distributes impact result to aircrew of the reprogramming action on EC employment.

**5.16.4. MANAGES INTERNAL UNIT CHANGE TO EC EQUIPMENT SOFTWARE:**

**5.16.4.1. COMPILES APPLICABLE INFORMATION.** Compiles pertinent information from Intelligence, Defense Intelligence Agency, Joint Munitions Effectiveness Manual, or other source regarding EC systems.

**5.16.4.2. SELECTS APPLICABLE EC SOFTWARE MODIFICATION.** Selects modification to software from EC equipment hand book or operation manual and coordinates with the DO and appropriate office.

**5.16.4.3. IMPLEMENTS REPROGRAMMING.** Coordinates with maintenance and operations personnel to implement reprogramming of appropriate EC system.

**5.16.5. PREPARES AIRCREW EC TRAINING.** Conducts training on the operation of EC equipment modified with the new software.

**5.16.6. CONDUCTS EC SYSTEMS REVIEW MEETING.** Schedules and conducts meeting with maintenance and aircrew to identify problem.

**5.16.7. FOLLOWS-UP RESULT OF MEETING.** Follows-up status of meeting with maintenance and operations personnel to ensure programming implementation.

**5.17. MANAGES IN-FLIGHT AIRDROP MALFUNCTION REVIEW BOARD:**

**5.17.1. COORDINATES MALFUNCTION.** Coordinates with aircrew and maintenance to identify problem.

**5.17.2. COMPILES MALFUNCTION INFORMATION PACKAGE.** Compiles malfunction information on navigation, weather, and aircrew qualification.

**5.17.3. CONDUCTS AIRDROP MALFUNCTION REVIEW BOARD.**

**5.17.4. INFORMS AIRCREW.** Informs aircrew on procedure to correct or alleviate in-flight malfunction.

**5.18. PARTICIPATES IN TD&E PROJECT:**

**5.18.1. REVIEWS TD&E CONCEPT OF OPERATIONS.** Receives TD&E concept of operations from the ANG/AFRES Test Center and reviews.

**5.18.2. COORDINATES PROJECT FEASIBILITY.** Coordinates with the ANG Test Center on the unit's capability and feasibility of the TD&E project.

**5.18.3. EVALUATES TD&E DATA.** Compiles data collection sheets and evaluates result.

**5.18.4. PREPARES REPORT.** Reviews result, prepares report, and forwards to the test center.

**5.19. MANAGES TACTICS PROGRAM:**

**5.19.1. DEVELOPS NEW EQUIPMENT IMPROVEMENT AND SOFTWARE ACQUISITION/IMPROVEMENT PROPOSAL.** Develops proposal and submits to appropriate office/agency.

**5.19.2. DEVELOPS IMPROVED TACTICS TECHNIQUE.** Develops and trains improved tactics, airdrop, navigation, ECM/ECCM, and sensor employment tailored for the unit weapons system.

**5.19.3. SCHEDULES AND COORDINATES DROP ZONES AND LANDING ZONES.**

**5.19.4. ESTABLISHES PARAMETER AND TEACHES SECURITY PROCEDURES RELATIVE TO TACTICS.**

**5.20. ATTENDS CONFERENCE/SEMINAR:**

**5.20.1. PREPARES FOR CONFERENCE/SEMINAR.** Gathers information in preparation for the ANG TRB, Multi-Command Manual 3-1 Review Board, and the T.O. (-34) Review Board.

**5.20.2. ATTENDS JOINT ARMY AIRBORNE TACTICAL TRAINING AND TACTICS CONFERENCES.**

**5.20.3. PREPARES AFTER ACTION/TRIP REPORT.**

**5.21. PROVIDES INPUT TO CONUS DEPLOYMENT/EXERCISE REPRESENTATIVE:**

**5.21.1. REVIEWS DEPLOYMENT/EXERCISE PLAN.** Reviews, coordinates, and provides input to ORI/AFT deployment/exercise plan.

**5.21.2. ATTENDS DEPLOYMENT/EXERCISE MEETING.**

**5.21.3. PROVIDES INPUT TO DEPLOYMENT/EXERCISE AFTER-ACTION REPORT.**

**5.22. PROVIDES INPUT TO OVERSEAS DEPLOYMENT/EXERCISE REPRESENTATIVE:**

**5.22.1. REVIEWS DEPLOYMENT/EXERCISE PLAN.** Reviews, coordinates, and provides input to deployment/exercise plan.

**5.22.2. ATTENDS DEPLOYMENT/EXERCISE MEETING.**

**5.22.3. PROVIDES INPUT TO DEPLOYMENT/EXERCISE AFTER-ACTION REPORT.**

**5.23. PREPARES FOR UTA:**

**5.23.1. PREPARES UTA SCHEDULE/TRAINING MATERIAL.**

**5.23.2. PERFORMS POST UTA CLEANUP.**

**5.24. COORDINATES, SCHEDULES, AND PLANS JAATT MISSION.**

**6. AIRSPACE MANAGEMENT:**

**6.1. DEVELOPS SPECIAL USE AIRSPACE PROPOSAL.** Develops and processes Military Training Route (MTR), Military Operation Area (MOA), Air Traffic Control Advisory Area (ATCAA), Low Altitude Tactical Navigation (LATN) Area, Warning Area, Restricted Area, and AR Track proposal or modification to support local mission requirement.

**6.2. ATTENDS LOCAL MEETING.** Attends local meeting with Federal Aviation Agency (FAA), local government agency, or general aviation organization.

**6.3. ATTENDS AIRSPACE RELATED MEETING OR CONFERENCE.** Represents the unit at conference, meeting, or workshop pertaining to airspace related matters.

**6.4. COORDINATES AIRSPACE USAGE, ECM RANGES AND ALTITUDE RESERVATIONS.** Coordinates airspace, ECM ranges and altitude reservations with FAA, local government agency, and general aviation community.

**6.5. COORDINATES REAL TIME AIRSPACE USAGE CONFLICT.** Coordinates real time airspace usage problem with FAA, other military unit, government agency, or civilian aviation, and resolves conflict to ensure safe and efficient use of special use airspace.

**6.6. INVESTIGATES SUA VIOLATION.** Investigates, analyzes, and documents alleged spillout of SUA, deviations from ATC flight clearance and violation of FAA regulation, and completes report.

**6.7. PERFORMS AIRSPACE EVALUATION.** Performs actual flight evaluation of assigned airspace, stereo routing, and pattern to ensure adequacy for local mission requirement.

**6.8. UPDATES LOCAL AREA MAP:**

**6.8.1. POSTS NEW MAP.****6.8.2. CHUMS MAP.****6.8.3. DOCUMENTS AERIAL SURVEY RESULTS FROM AIRSPACE FLIGHT EVALUATION.****7. SCHEDULING:****7.1. MAINTAINS FLYING HOUR PROGRAM:**

**7.1.1. REVIEWS PROGRAM.** Reviews the flying hour program for deviation, trend, and flying hour execution.

**7.1.2. PREPARES REPORT.** Constructs comprehensive report on the execution of the flying hour program for the Deputy Commander of Operations.

**7.2. DEVELOPS ANNUAL FLYING HOUR PLAN:**

**7.2.1. DETERMINES UTILIZATION RATE.** Determines utilization rate of annual flying hour request.

**7.2.2. PREPARES DRAFT ANNUAL FLYING HOUR ALLOCATION PLAN:**

**7.2.2.1. DETERMINES AIRLIFT REQUIREMENT.** Analyzes draft flying hour plan to determine the number of day and night airlift sorties required.

**7.2.2.2. HOSTS ANNUAL LOCAL TRAINING/PROGRAMMING PLAN CONFERENCE.** Hosts conference to discuss plan considering resources and planning concept.

**7.2.2.3. REVISES ANNUAL FLYING HOUR PLAN.** Reviews plan, coordinates with squadron, or other agency. Researches and compiles all required information and writes final plan. Obtains coordination and distributes final plan.

**7.2.2.4. ATTENDS ANNUAL C-130 SCHEDULING CONFERENCE.**

**7.3. DEVELOPS QUARTERLY FLYING HOUR PLAN:**

**7.3.1. DETERMINES QUARTERLY REQUIREMENT.** Obtains and combines squadron input and determines unit specific requirement.

**7.3.2. ATTENDS C-130 SCHEDULING CONFERENCE.**

**7.3.3. PROGRAMS RANGE/AIRSPACE REQUIREMENT.** Requests airspace from owning unit.

**7.3.4. PROGRAMS TRAINING SUPPORT FROM OUTSIDE UNIT.** Informs unit of participation in training from outside unit.

**7.3.5. SCHEDULES STATIC DISPLAY.** Evaluates request from local or outside unit, determines support capability, and responds to request.

**7.3.6. PREPARES FINAL PLAN.** Prepares final allocation plan and distributes.

**7.4. DEVELOPS MONTHLY FLYING SCHEDULE:**

**7.4.1. REVIEWS PROGRAMMED RESOURCE.** Reviews annual or quarterly flying hour plan, determines the number of sorties or events required to keep training plan on schedule, and allocates resource.

**7.4.2. PREPARES MONTHLY FLYING SCHEDULE.**

**7.4.3. CONDUCTS FOLLOW-UP.** Resolves conflict or problem and coordinates solution.

**7.4.4. DISTRIBUTES FINAL MONTHLY SCHEDULE.** Prints, reproduces, prepares for mailing, and mails monthly schedule.

**7.5. DEVELOPS WEEKLY FLYING SCHEDULE:**

**7.5.1. REVIEWS AIRCREW SECTION INPUT.** Reviews aircrew section scheduling input to determine availability of aircrew for scheduled flights.

**7.5.2. COORDINATES WITH AIRCREW SECTION.** Coordinates with aircrew section concerning problems with personnel scheduling requirements.

**7.5.3. COORDINATES WITH MAINTENANCE.** Coordinates with aircraft maintenance on availability of airframes.

**7.5.4. PREPARES SCHEDULE.** Prepares weekly flying schedule based on availability of airframes and assigns aircrew member names received from aircrew sections.

**7.5.5. UPDATES PROGRAMMED RESOURCE.** Updates programmed resource to meet requirement based on last minute adjustment due to loss of airframe to maintenance or aircrew availability.

**7.6. PREPARES FOR WEEKLY FLIGHT SCHEDULING MEETING:**

**7.6.1. PREPARES FOR OPERATIONS MEETING.** Prepares slides and copies of weekly and monthly schedule for handout at meeting.

**7.6.2. CONDUCTS MEETING WITH OPERATIONS.**

**7.6.3. PREPARES FOR MAINTENANCE MEETING.** Revises monthly and weekly schedule based on operations weekly scheduling meeting and updates slides and makes copies of revised weekly and monthly schedule for handout at meeting.

**7.6.4. CONDUCTS MEETING WITH MAINTENANCE.**

**7.6.5. PREPARES FINAL WEEKLY FLIGHT SCHEDULE.** Makes final revision as a result of the meeting with Maintenance.

**7.7. COMPLETES WEEKLY FLYING SCHEDULE:**

**7.7.1. DEVELOPS SCHEDULE.** Reviews and confirms weekly schedule and coordinates with the various functions for mission support.

**7.7.2. DETERMINES AIRCREW AVAILABILITY.** Reviews aircrew availability and inserts names on schedule to ensure full compliment of aircrew.

**7.7.3. FINALIZES/DISTRIBUTES WEEKLY FLYING SCHEDULE.** Adjusts and completes schedule and performs quality control of flying schedule. Prints, reproduces, prepares for mailing, and mails weekly schedule.

**7.8. COMPLETES DAILY FLYING SCHEDULE.** Ensures aircrews are available and coordinates with maintenance on availability of aircraft and time of availability. Obtains DO/commander's approval and posts schedule.

**7.9. PREPARES FLYING SCHEDULE FOR UTA.** Determines aircrew availability and number and types of flights required.

**7.10. PERFORMS SPECIAL PROJECT:**

**7.10.1. RESPONDS TO HHQ INQUIRY.** Researches project, compiles information, prepares report, and submits report.

**7.10.2. PROVIDES INFORMATION.** Provides expertise to others to complete special study.

**7.11. ASSISTS IN DEVELOPING EXECUTION PLAN FOR LOCAL EXERCISE:**

**7.11.1. REVIEWS EXERCISE PLAN.** Reviews, coordinates, and provides input to exercise plan.

**7.11.2. ATTENDS EXERCISE MEETING.**

**7.11.3. PROVIDES INPUT TO EXERCISE AFTER-ACTION REPORT.**

**7.12. PROVIDES INPUT TO CONUS DEPLOYMENT/EXERCISE REPRESENTATIVE:**

**7.12.1. REVIEWS DEPLOYMENT/EXERCISE PLAN.** Reviews, coordinates, and provides input to ORI/exercise plan.

**7.12.2. ATTENDS DEPLOYMENT/EXERCISE MEETING.**

**7.12.3. PROVIDES INPUT TO DEPLOYMENT/EXERCISE AFTER-ACTION REPORT.**

**7.13. PROVIDES INPUT TO OVERSEAS DEPLOYMENT/EXERCISE REPRESENTATIVE:**

**7.13.1. REVIEWS DEPLOYMENT/EXERCISE PLAN.** Reviews, coordinates, and provides input to deployment/exercise plan.

**7.13.2. ATTENDS DEPLOYMENT/EXERCISE MEETING.**

**7.13.3. PROVIDES INPUT TO DEPLOYMENT/EXERCISE AFTER-ACTION REPORT.****7.14. COMPLETES MONTHLY SCHEDULE:****7.14.1. COMPLETES AIRCREW FLYING SCHEDULE:**

**7.14.1.1. REVIEWS INDIVIDUAL TRAINING REQUIREMENT.** Reviews individual training requirement based upon scheduled mission.

**7.14.1.2. COMPLETES MONTHLY FLYING SCHEDULE.** Contacts aircrew personnel, as required, to fill published monthly schedule.

**7.14.1.3. COMPLETES WEEKLY FLYING SCHEDULE.** Contacts aircrew personnel, as required, to fill published weekly schedule.

**7.14.1.4. DETERMINES PAY STATUS FOR LOCAL MISSION.** Determines pay status by coordinating with Air Operations Supervisor and obtains additional pay resources, as required.

**7.14.1.5. PROVIDES INPUT TO DEVIATION IN SCHEDULE.** Reviews training requirement, contacts individual for availability, reviews pay status, identifies individual for mission, and provides scheduling with name.

**7.14.1.6. OBTAINS AIRCREW PERSONNEL FOR UNSCHEDULED EXERCISE/MISSION.** Determines qualification for mission, contacts individual for availability, identifies individual for mission, and provides name to mission/exercise commander.

**7.15. CONSTRUCTS MISSION FOR AIRLIFT WING/GROUP.** Receives tasking and responds to request for airlift. Constructs mission itinerary/profile. Coordinates need for quarters and vehicle. Inputs mission into automated data systems and constructs mission kit for departure. Handles inflight coordination during mission. Prepares after action report upon completion. Assembles cumulative mission information on ton miles, passengers, and cargo carried.

**8. OPERATIONAL PLANS:****8.1. MANAGES OPERATIONAL PLANS PROGRAM:****8.1.1. ESTABLISHES OPERATIONAL PLANS POLICY:**

**8.1.1.1. REVIEWS DIRECTIVE.** Reviews new and revised directive to determine requirement for establishment or revision of local policy, procedure, and requirement.

**8.1.1.2. DEVELOPS POLICY DIRECTIVE.** Develops local operational plans policy and establishes objective for use by staff agency in response to HHQ plan, drafts, coordinates, and finalizes policy directive.

**8.1.2. ADVISES DEPUTY COMMANDER FOR OPERATIONS (DO).** Advises and makes recommendation to the DO on Operational Planning policy, procedure, or requirement.

**8.1.3. PERFORMS STAFF ASSISTANCE VISIT (SAV).** Performs SAV to effect planning coordination with other operations staff agency.

**8.2. REVIEWS INCOMING OPERATIONAL PLAN/ORDER:**

**8.2.1. PERFORMS INITIAL REVIEW.** Performs initial review of training plan, local emergency plan, and short-term operations plan (Oplan), ensures inclusion of adequate/accurate instruction for a valid appraisal of unit tasking, and identifies unit tasking requirement by individual staff agency/unit.

**8.2.2. REVIEWS OPERATIONS ANNEX.** Performs detailed review of operations annex to new or revised OPlan, contingency plan (ConPlan), or operations order (OpOrd), and documents tasking change and/or addition.

**8.2.3. DEVELOPS SUPPORT DOCUMENT.** Develops new and/or revised basic supporting document and assists staff agency/unit in the preparation of the supporting document.

**8.2.3.1. DRAFTS SUPPORT DOCUMENT OR OPORD.**

**8.2.3.2. COORDINATES SUPPORT DOCUMENT OR OPORD.**

**8.2.3.3. FINALIZES SUPPORT DOCUMENT OR OPORD.**

**8.3. DEVELOPS LOCAL PLAN:**

**8.3.1. RESEARCHES DOCUMENT.** Researches higher headquarters directive on subject of plans and procedures for plan development.

**8.3.2. DEVELOPS LOCAL PLAN.** Drafts, coordinates, finalizes, and distributes plan.

**8.4. MONITORS DEPLOYMENT OR EXERCISE:****8.4.1. PROVIDES CONUS DEPLOYMENT OR EXERCISE SUPPORT:**

**8.4.1.1. REVIEWS PLAN.** Reviews plan to determine requirement for communication, base support, logistics, maintenance, or personnel.

**8.4.1.2. ATTENDS PLANNING CONFERENCE.** Attends deployment or exercise planning conference in preparation for directed deployment/exercise. Conducts and/or participates in airfield and/or site survey.

**8.4.1.3. DEVELOPS INPUT TO EXERCISE ORDER.** Develops or provides input for exercise order to responsible function, prepares draft, coordinates input, and finalizes input.

**8.4.1.4. PREPARES AFTER ACTION REPORT.** Prepares after action report from Operations staff input.

**8.4.1.5. REVIEWS FINAL DEPLOYMENT OR EXERCISE REPORT.** Reviews published deployment or exercise report.

**8.4.1.6. RESPONDS TO EXERCISE FOLLOW-UP ITEM.**

**8.4.2. PROVIDES OVERSEAS DEPLOYMENT OR EXERCISE SUPPORT:**



**8.4.2.1. REVIEWS PLAN.** Reviews plan to determine requirement for communication, base support, logistics, maintenance, or personnel.

**8.4.2.2. ATTENDS LOCAL PLANNING MEETING.** Attends deployment or exercise planning conference in preparation for directed deployment/exercise.

**8.4.2.3. CONDUCTS AIRFIELD/SITE SURVEY.** Conducts and/or participates in airfield and/or site survey.

**8.4.2.4. DEVELOPS INPUT TO EXERCISE ORDER.** Develops or provides input for exercise order to responsible function, prepares draft, coordinates input, and finalizes input.

**8.4.2.5. PREPARES AFTER ACTION REPORT.** Prepares after action report from Operations staff input.

**8.4.2.6. REVIEWS FINAL DEPLOYMENT OR EXERCISE REPORT.** Reviews published deployment or exercise report.

**8.4.2.7. RESPONDS TO EXERCISE FOLLOW-UP ITEM.**

**8.4.3. PROVIDES CONTINGENCY SUPPORT:**

**8.4.3.1. REVIEWS PLAN.** Reviews plan to determine requirement for communication, base support, logistics, maintenance, or personnel.

**8.4.3.2. ATTENDS PLANNING CONFERENCE.** Attends planning conference in preparation for directed contingency support.

**8.4.3.3. CONDUCTS AIRFIELD/SITE SURVEY.** Conducts and/or participates in airfield and/or site survey.

**8.4.3.4. DEVELOPS INPUT TO ORDER.** Develops or provides input for order to responsible function, prepares draft, coordinates input, and finalizes input.

**8.4.3.5. PREPARES AFTER ACTION REPORT.** Prepares after action report from Operations staff input.

**8.4.3.6. REVIEWS FINAL REPORT.** Reviews published report.

**8.4.3.7. RESPONDS TO FOLLOW-UP ITEM.**

**8.5. ATTENDS OPERATIONAL PLANS CONFERENCE:**

**8.5.1. PREPARES FOR CONFERENCE.**

**8.5.2. ATTENDS CONFERENCE.**

**8.5.3. PREPARES TRIP REPORT.** Prepares Operational Plans Conference trip report.

**8.5.4. PERFORMS FOLLOW-UP ACTION.** Performs follow-up action on report item.

**8.6. PREPARES FOR BRIEFING:**

**8.6.1. DEVELOPS BRIEFING.** Prepares and maintains briefing on planning document and prepares and maintains a synopsis on briefing.

**8.6.2. CONDUCTS BRIEFING.** Schedules and conducts briefing and records and maintains attendance record.

**8.7. PERFORMS SPECIAL PROJECT.** Reviews project document, attends meeting as required, performs study, prepares final product for presentation, and presents briefing, as required.

**8.8. HANDLES CLASSIFIED DOCUMENT AND ACCOUNT:**

**8.8.1. HANDLES TOP SECRET ACCOUNT.**

**8.8.2. HANDLES NATO SECRET ACCOUNT.**

**8.8.3. HANDLES SECRET AND CONFIDENTIAL ACCOUNT.**

**8.9. PROVIDES OPSPLAN TRAINING:**

**8.9.1. PROVIDES INITIAL TRAINING TO NEWLY ASSIGNED PERSONNEL.**

**8.9.2. PROVIDES RECURRING TRAINING.**

**8.10. PERFORMS SELF-INSPECTION.**

**8.11. SERVES AS CRISIS ACTION TEAM (CAT) EXECUTIVE.**

**9. NAVIGATOR - ELECTRONIC WARFARE OFFICER (EWO).** Operates airborne electronic combat equipment to perform electronic warfare; command, control and communications countermeasures; and suppression of enemy air defenses. Conducts electronic countermeasures, electronic counter-countermeasures, and electronic warfare support measures. Plans tactical and strategic employment of electronic combat systems; operates defensive avionics and navigation equipment on strategic aircraft.

**10. AIRBORNE TELECOMMUNICATIONS SPECIALIST.** Inspects, operates, troubleshoots, maintains and tests airborne computer, display, and ancillary systems. Performs preflight and postflight inspections of airborne computer display and ancillary equipment.

**INDIRECT:** Indirect work involves those tasks that are not readily identifiable with the work center's specific product or service. The major categories of standard indirect work are Supervision, Administration, Meetings, Training, Supply, Equipment Maintenance, and Cleanup. See AFMS 00AA for the Standard Indirect Description.

STANDARD MANPOWER TABLE											
WORK CENTER/FAC Operations Staff/FAC 3101-B 193rd Special Operations Group			APPLICABILITY MAN-HOUR RANGE  4091.50 - 6819.16								
AIR FORCE SPECIALTY TITLE	AFSC	GRADE	MANPOWER REQUIREMENT								
Pilot, Flt Instructor	01325	CIV	5	6	6	6	6	7	7	7	7
Navigator	01565	CIV	1	1	2	2	2	2	3	3	3
Flight Engineer	A113X0	CIV	5	5	5	6	6	6	6	7	7
Loadmaster	A114X0	CIV	5	5	5	5	6	6	6	6	7
Navigator, EWO	01575	CIV	2	2	2	2	2	2	2	2	2
Telecommunications Spec	A118X1	CIV	10	10	10	10	10	10	10	10	10
TOTAL			28	29	30	31	32	33	34	35	36
AIR FORCE SPECIALTY TITLE	AFSC	GRADE	MANPOWER REQUIREMENT								
Pilot, Flt Instructor	01325	CIV	8	8	8	8	9	9	9	9	10
Navigator	01565	CIV	3	4	4	4	4	5	5	5	5
Flight Engineer	A113X0	CIV	7	7	8	8	8	8	9	9	9
Loadmaster	A114X0	CIV	7	7	7	8	8	8	8	9	9
Navigator, EWO	01575	CIV	2	2	2	2	2	2	2	2	2
Telecommunications Spec	A118X1	CIV	10	10	10	10	10	10	10	10	10
			37	38	39	40	41	42	43	44	45

**BY ORDER OF THE CHIEF,  
NATIONAL GUARD BUREAU**

**CHANGE 1 TO ANGMS 3101-B  
3 JANUARY 1995**

**OPERATIONS STAFF  
193rd Special Operations Group**

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**ANGMS 3101-B, 4 November 1994, is changed as follows:**

**SUMMARY OF CHANGES**

Incorporates corrections to paragraphs 3 and 4e(2).

**Page-Insert Changes. New or revised material is indicated by an asterisk(\*)**.

<b>Remove</b>	<b>Date</b>	<b>Insert</b>
1-2	4 Nov 94	1-2

**DONALD W. SHEPPERD  
Major General, USAF  
Director, Air National Guard**

**OFFICIAL**

**DEBORAH GILMORE  
Chief  
Administrative Services**

**2 Attachments  
1. Work Center Description  
2. Standard Manpower Table**

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**No. of Printed Pages: 3  
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